

1. Purpose

This Fair Processing Notice (or Privacy Policy) is issued in accordance with the forthcoming EU General Data Protection Regulation and the Data Protection Act 2018. It covers all data processing activity undertaken within TMA.

TMA will inevitably collect and need to use information about people and we need to do this correctly. To ensure that we have complied with the legal requirements when handling data, we will publish this document on our website and as a downloadable document.

2. Who is responsible for managing my information

TMA are responsible for the collection and proper management of any personal information you submit. We will keep your personal details secure and use only the information you provide, consistently with applicable privacy, data protection laws and the terms of this Privacy Policy.

3. Why are we processing your data?

The legal basis for this processing is our legitimate interests, namely the proper administration of our business, maintaining back-ups of our databases, promoting and communicating our services to you.

4. What information do we collect?

We may ask you to provide personal information when you

- visit our website
- request quotes, services
- apply for a job, submit your resume/CV, or create a candidate profile
- contact us

Personal information we request may include your name, job title, business email address and telephone number. Job applicants may also be asked to provide information such as educational background and employment experience. We may collect information about your visits to our websites, including the pages you view.

5. Cookies

Our website uses cookies to distinguish you from other users of our website. This helps us to provide you with a good experience when you browse our website and allows us to improve our site.

6. Security of personal data

We will take appropriate technical and organisational precautions to secure your personal data and to prevent the loss, misuse, or alteration of your personal data.

We will store all your data on secure servers, personal computers, mobile devices and in secure manual record-keeping systems.

We have a system of retention periods in place to ensure that your information is only stored whilst it is required for the relevant purposes or to meet legal requirements. Where your information is no longer required, we will ensure it is disposed of in a secure manner.

7. How long will we hold your information for?

Personal data that we process for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.

We have a system of retention periods in place to ensure that your information is only stored whilst it is required for the relevant purposes or to meet legal requirements. Where your information is no longer required, we will ensure it is disposed of in a secure manner.

Notwithstanding the other provisions, we may retain your personal data where such retention is necessary for compliance with a legal obligation to which we are subject, or in order to protect your vital interests or the vital interests of another natural person.

8. What is our Legal Basis for processing your data?

We must have a legal basis to process your personal data.

Our legal basis is under Article 6 (1) (f) "processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data, in particular where the data subject is a child."

9. How can you access your information?

You have the right to request a copy of the information that we hold about you and you may ask us to correct or remove information you think is inaccurate. If you would like a copy of some or all your personal information, please contact us. Please note that we may charge a small administrative fee for the provision of this information.

10. Does the policy apply to linked Websites?

Our website contains links to other websites. This privacy policy only applies to this website so when you link to other websites you should read their own privacy policies.

11. How do we update this privacy policy?

We keep our privacy policy under regular review and we will place any updates on our webpage. This privacy policy was last updated on 16th May 2018.