

GDPR Privacy Notice

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GDPR Privacy Notice

AQUAGEM Heating Limited is committed to protecting the privacy and security of your personal information. This is any information that relates to you.

This privacy notice describes why we use your personal information, who we share it with, and provides information as to your rights etc.

It is important that you read this notice, together with any other privacy notice we may provide on specific occasions when we are collecting or processing personal information about you, so that you are aware of why we are using such information.

Definition

Under the General Data Protection Regulation, AQUAGEM Heating Limited is defined as a "controller" of your personal information.

Legal Basis

We need your information primarily to allow us to perform our contract with you and to enable us to comply with both legal and contractual obligations. In some cases, we may use your personal information to fulfil these obligations for the purposes listed below.

Purposes for data usage

To correspond with you with a view to provide Company information on Payroll, Pensions, changes to Company Policies and 'Day to Day' Working Practices etc.

Failure to provide consent

The provision of information by you is a contractual requirement. If you fail to provide certain information when requested, your Contract of Employment will be non-compliant.

Who sees your information

We disclose your information to our Accountant, Payroll, and Pensions Provider.

We will never sell your information to third parties for marketing purposes.

Other than as required by law, or as set out in this privacy statement, we will not disclose information about you to any third party without your permission.

Security

AQUAGEM Heating Ltd. will take reasonable technical and organisational precautions to prevent loss, misuse or alteration of the personal information you provide.



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Of course, the transmission of data over the internet is inherently insecure and we cannot guarantee the security of data sent over the internet.

Data Sharing

We will only share your personal information to fulfil our contractual obligations, to Payroll and the Pensions provider etc.

Data Retention

We will typically retain your personal information under the following conditions:

- Until conclusion of your Employment:
- In circumstances where a legal requirement to retain account data for 7 years

Your Rights

AQUAGEM Heating Ltd. fully complies with all aspects of the General Data Protection Regulation 2018. Under these regulations you have the right to:

[Request access](#) to your personal information (commonly known as a "data subject access request"). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.

[Request correction](#) of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.

[Request erasure](#) of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).

[Object to processing](#) of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your situation whereby you wish to object to processing.

[Request the restriction of processing](#) of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.



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Right to withdraw consent

In any circumstances where you may have provided your consent to the collection, processing and transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time.

To withdraw your consent, please contact us at:

Email: info@aquagemheating.co.uk

Post: AQUAGEM Heating Ltd. Venture Point, Towers Business Park, Rugeley, South Staffordshire.
WS15 1UZ.

Once we have received and verified the request, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

Contact

If you have any questions about this privacy notice, wish to exercise any of your rights or if you have any concerns about the way we deal with your information, please contact:

Email: info@aquagemheating.co.uk

or

Post: AQUAGEM Heating Ltd. Unit 1, The Mill, Mill Lane, Great Haywood, Staffordshire.
ST18 0RJ

Complaints

If you are concerned about our use of your information you have the right to complain to the Information Commissioner.

They can be contacted at Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

www.ico.org.uk

Coreena Powis
Director
July 2025

Digital Signature: *Coreena Powis*