



PRIVACY POLICY

Introduction

The purpose of this document is to provide a concise policy statement regarding the Data Protection obligations of Around The Clock ('The Company'). This includes obligations in dealing with personal data, in order to ensure that the organisation complies with the requirements of current Irish legislation and the General Data Protection Regulation (GDPR)(EU) 2016/679.

The company must comply with the Data Protection principles set out in the relevant legislation. This Policy applies to all Personal Data collected, processed and stored by The Company in relation to its staff, service providers and clients ("data subjects") in the course of its activities.

This Privacy Policy will help you understand what data we collect, why we collect it, and what we do with it. When you share information with us, we can make our services even better for you.

Scope

This Policy covers both personal and sensitive personal data held in relation to data subjects by The Company. The policy applies equally to personal data held in manual and automated form. All personal and sensitive personal data will be treated with equal care by The Company. Both categories will be equally referred to as Personal Data in this policy.

In the course of daily activities, The Company acquires, processes and stores personal data in relation to:

- Clients of the Company – we collect personal information from our clients when it is required to fulfil our legal and contractual duties to them.
- Third party service providers engaged by The Company – we may store information required to fulfil our contractual duties to our third-party service providers.

Right to access, correct and delete data and to object to data processing

Our clients have the right to access, correct and delete personal data relating to them, and to object to the processing of such data, by addressing a written request, at any time.



The Company makes every effort to put in place suitable precautions to safeguard the security and privacy of personal data, and to prevent it from being altered, corrupted, destroyed or accessed by unauthorised third parties.

Subject Access Requests

Any formal, written request by a Data Subject for a copy of their personal data (a Subject Access Request) will be processed as soon as possible.

Information we collect

Around The Clock will only collect data that is required to operate effectively and provide you with the best experience of our services.

The Company will ensure that all employees, contractors or other parties working on behalf of the Company handling personal data:

- will be appropriately trained to do so
- must ensure that any and all data is held securely
- will be bound by this policy
- will understand their responsibilities under the Regulation

Evaluation and review

The Company will ensure methods of collecting, holding and processing personal data will be regularly evaluated and reviewed.

The performance of those employees, agents, contractors or other parties working on behalf of the Company handling personal data shall be regularly evaluated and reviewed.