



Alpha CRC Data Protection Policy

Alpha CRC are committed to preserving the confidentiality, integrity and availability of all the physical and electronic information assets throughout Alpha CRC. This includes information collected from other companies in the development and delivery of Alpha services and the collection of personal information for employees and potential employees.

Personal Information provided to Alpha CRC, such as name, address, email address, phone number, P45, tax code, CV, contract, appraisals and other relevant information will be processed and stored so that it is possible to contact you, respond to your correspondence and retain information relating to your relationship with Alpha CRC.

Client information will be processed and stored solely to meet the needs of their projects and agreed prior to material being supplied.

Alpha CRC Right to Process Information

General Data Protection Regulation (GDPR) Article 6 (1) (a) (c)

Processing is with consent of the data subject

And

Processing is necessary for compliance with a legal obligation

Information Security

Alpha CRC Information Security Policy cares to ensure the security of all data including data of all individuals for which we have collected information. The policy makes sure that information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and relevant policies.

Alpha CRC will only keep data for the purpose it was collected for and for as long as we are legally obliged too. After which it will be deleted. Alpha CRC has a Data Information Officer (DIO) and an Information Security Policy Committee to manage and monitor our data protection processes and policies.

Your Rights

Access to Information

You have the right to request access to the information we have on you. You can do this by contacting our Data Information Officer: dio@thisisalpha.com.



Information Correction

If you believe that the information we have about you is incorrect, you may contact us so that we can update it and keep your data accurate. Please contact Data Information Officer.

Information Deletion

If you wish Alpha CRC to delete the information about you, please contact the Data Information Officer.

Please note: Alpha CRC has a legal obligation to retain certain information relating to their employees

Right to Object

If you believe that your data is not being processed for the purpose it has been collected for, you may object by contacting the Data Information Officer.

To Sum Up

In accordance with the law, we only collect a limited amount of information about you that is necessary for correspondence, information and service provision. We do not use profiling, we do not sell or pass your data to third parties. We do not use your data for purposes other than those specified. We make sure your data is stored securely. We delete all information deemed to be no longer necessary. We constantly review our Privacy Policies to keep it up to date in protecting your data.

Complaints

If you have a complaint regarding the way your personal data has been processed you may make a complaint to Alpha CRC Managing Director Peter Nash: pnash@thisisalpha.com