



Technical Services Ltd.

AMP Technical Services Ltd
2 Garston Park, Ivy Mill Lane
Godstone, Surrey
RH9 8NE
Tel.: 07890810118

email: tracey.james@amp-tech.co.uk

Data Protection and Privacy Policy

This document declares the data protection and privacy policy for AMP Technical Services LTD. AMP Technical Services Ltd (ATSL) are members of ICO, the Information Commissioner's Office and this policy has been developed in line with GDPR General Data Protection Regulations, from May 2018.

AMP Technical Services Ltd is the Data Controller with Tracey James and I M James being Data Processors for ATSL who deal in engineering consultancy and bookkeeping/administrative work. Contact email address is provided above. A Data Protection Officer is not currently required for this business.

Data collated is five fold:

1. Contact names, phone numbers, email addresses and home addresses are processed for work purposes.
2. PAYE details and company details are collated in order to process PAYE, pension schemes and other PAYE related issues. This data is related to Her Majesty's Revenue & Customs, HMRC, as required.
3. Company/individual data is transmitted to Companies House in line with company accounting procedures and requirements.
4. Company/individual data is transmitted to the Charity Commission for Charities in line with Charity regulations.
5. Non personal data relating to project work.

ATSL DO NOT SHARE DATA WITH ANY OTHER PARTIES WITHOUT PRIOR CONSENT AND DATA IS NOT USED FOR MARKETING PURPOSES.

ATSL do not collect other data such as ethnic origin or religious beliefs.

In order to comply with GDPR we require consent. You can remove your consent at any time. You can do this by contacting tracey.james@amp-tech.co.uk

The lawful bases we rely on for processing information are:

1. We have a contractual obligation.
2. We have a legal obligation.
3. We have a vital interest.
4. We have a legitimate interest.

May 2025



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How ATSL store your personal information:

Your information is securely stored on our company computers, USB or in the cloud using Microsoft Teams and one drive storage. Computers can only be accessed via face recognition or passwords.

Your information is stored for the number of years as dictated by HMRC, currently seven years from the date or the final correspondence, after which time it will be deleted. Inactive client data will not be shared without consent unless required by HMRC. After the appropriate time period, data will be deleted.

Data Breach:

If ATSL become aware of a data breach, it will be investigated as soon as possible and if appropriate, reported to the ICO with clients notified as appropriate.

May 2025