

## **GDPR PRIVACY NOTICE**

DMS Property Maintenance, Ivy Farm Cottage, Satmar Lane, Capel-le-Ferne, Folkestone. CT18 7JF  
Registration Number 6759392

For any queries regarding the content of this Privacy Notice, or any requests to access data held, please contact Kevin Heath on 01303 248828 or enquiries@dmspm.co.uk

DMS Property Maintenance is registered with the Information Commissioner's Office, reference ZA014989

### **Processing Activity Statements from the Legal Basis Matrix**

Activity; purpose/justification – *Legal Basis & Special Condition*

#### **Staff**

- Absence Monitoring and Appraisals; to monitor performance, sickness and holiday absences – *Legitimate Interests*
- HR Issues, Consultant; the occasional referral to QBH Solutions and Mentor for the purposes of consultation on HR Documents such as Contracts of Employment, and for assistance with resolution on disciplinary and grievance issues – *Legitimate Interests / Special Condition D Legitimate Interest*
- Employment Records; retention of application form and contract, copies of identification and qualifications where applicable – *Legal Obligation / Special Condition B Legal Compliance*
- DBS Checks; checks conducted and copies retained for all staff & volunteers working with vulnerable people and children – *Legal Obligation / Special Condition B Legal Compliance*
- Health Monitoring; staff are frequently conducting manual work and using products containing hazardous substances, therefore medical questionnaires are completed every six months, and where appropriate this can prompt a further risk assessment – *Legitimate Interest / Special Condition D Legitimate Interest*
- Third Party Payroll; resources are not currently available in-house so payroll information is passed to Accountancy Workshop – *Legitimate Interest / Special Condition B Legal Compliance*
- Accident Records; retention of workplace accident records – *Legal Obligation / Special Condition B Legal Compliance*

#### **CRM for Business to Business Marketing**

Business Contacts & Referrals; Business contacts from networking for the promotion of DMS Property Maintenance – *Legitimate Interests*

#### **CRM for Direct Marketing**

Subscriptions for Newsletters; Personal contact details for people subscribed to receive post and emails from DMS Property Maintenance regarding services – *Consent*

#### **JobFlow Software**

Quotations & Job History; Records of customer details, Domestic & Commercial, and their requirements are kept for the duration of any contract for property maintenance – *Contract*

Sub-Contractors; records pertaining to approved sub-contractors are kept, with some information held on qualified personnel. Such workers are not permitted access to JobFlow but are given name and address of worksite only – *Contract*

Identification of Staff Attending; Records of all jobs will identify the staff or contractor attending any site – *Contract*

### **Business**

Accreditation; Evidence of DMS Property maintenance activities and responsible persons are provided in the application for Constructionline, CHAS, ISO 9001 Certification and for tender bid submissions – *Legitimate Interests*