



Privacy Policy

This policy has been created to comply with the General Data Protection Regulations 2018 (GDPR). Ryan Jones trading as OnMedics ("the Company") has taken the following steps to ensure that it only collects data absolutely necessary for the purpose it is intended and limits the level of data that it shares with external and internal organisations. The Company can confirm that it has updated its policies and processes to protect individuals in all cases in accordance with the below statement.

The Company will ensure that all collected data will be

- Processed lawfully, fairly and in a transparent manner in relation to individuals;
- Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be incompatible with the initial purposes;
- Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
- Accurate and, where necessary, kept up to date; every reasonable step shall be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, is erased or rectified without delay;
- Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data shall be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals; and
- Processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

Who we are

- An on-site medical services provider to private and public organisations,
- A training company for the delivery of first aid courses and clinical education in accordance with awarding bodies.

How the Company collects information

- We may collect information about you from any email you send, online forms, or from documents that you upload throughout the registration process.
- The Company will not use any of your data for marketing e mails, promotional information or information about activities unless we have your express permission to do so.

Personal data we collect

We only collect data that helps us achieve the purpose set out in this Privacy Policy. Data we collect includes:

- First and last name;
- Email address; and
- Phone number.

We will not collect any additional data beyond the data above without notifying you first.

Storage of information

- Your information shall be stored on the Companies secure web server and it will keep its own backup copy. We may also store your information on paper at our office, but this will be limited to compliance, resourcing, training and payroll services and only where necessary. In doing so the information will be stored in a locked draw, room or cabinet when not in use with limited access.
- The Company will keep your information secure by taking appropriate technical and organisational measures against its unauthorised or unlawful processing and against its accidental loss, destruction or damage User data will be stored until the purpose the data was collected for has been achieved. You will be notified if your data is kept longer than this period.
- You have a statutory right to see a copy of the information the Company holds about you, free of charge.

What we use your information for

- We will use your information to provide you with any further details or information you request, process your application to work with us or engagement on a training course.
- If we provide an on-site medical cover service, we will use your information to fulfil your order only.

Who we will share your information with

We will not share your information with any other organisation except in the following circumstances:

- If the law requires it;
- If it is required for any legal proceedings;
- To prove or protect our legal rights;
- To any third parties associated with an engagement to work on behalf of the Company or when engaging on a course, the information will be required by the awarding body to supply your certificate of completion. In such cases we will limit the amount of information released to what is required for the third party to accomplish their requirements; and
- To buyers or potential buyers of the Company in the event we seek to sell the Company.

To access any of the Companies policies relating to this privacy statement or GDPR policies, please contact us via email at Ryan@onmedics.co.uk.

