

**Strength Security Ltd is aware of our obligations under the General Data Protection Regulation (GDPR) and are committed to processing your data securely and transparently.**

This privacy notice sets out, in line with GDPR, the types of data that we hold about you as a Client of Strength Security Ltd.

It also sets out how we use that information, how long we keep it for and other relevant information about your data.

This notice applies to current and former clients, workers and contractors.

## **Data Controller Details**

Strength Security Ltd is a data controller, meaning that it determines the processes to be used when using your personal data. Our Contact details are as follows:

Strength Security Ltd

Aura Business Centres

412 Stretford Road

Manchester

M15 4AE

## **Data Protection Principles**

In relation to your personal data, we will:

- Process it fairly, lawfully and in a clear, transparent way
- Collect your data only for reasons that we find proper for the course of your employment in ways that have been explained to you
- Only use it in the way that we have told you about

- Ensure it is correct and up to date
- Keep your data for as long as we need it
- Process it in a way that ensures it will not be used for anything that you are not aware of or have consented to (as appropriate), lost or destroyed

## **Types of Data we process**

We hold many types of data about you, including but not limited to the following:

- Your personal details including your name, email address, phone numbers
- Gender
- SIA License information
- CCTV footage

## **How We Collect Your Data**

We collect data about you in a variety of ways and this will usually start when we commence the service where we will collect the data directly from you. Personal data is kept in contract files or within the Company's CRM Database.

## **Why we Process Your Data**

The law on data protection allows us to process your data for certain reasons only:

- In order to perform the service contract that we are party to
- In order to carry out legally required duties
- In order for us to carry out our legitimate interests
- To protect your interests and
- Where something is done in the public interest

All other processing carried by us falls into one of the permitted reasons. Generally, we rely on the first three reasons set out above to process your data. For example, we need to collect your personal data in order to:

- Carry out the service contract that we have entered into with you

We also collect data so that we can carry out activities which are in the legitimate interests of Strength Security Ltd. We have set these out below:

- Providing contractual benefits to you
- Maintaining comprehensive up to date personnel records about you to ensure, amongst other things, effective correspondence can be achieved and appropriate contact points in the event of an emergency are maintained
- Dealing with legal claims made against Strength Security Ltd
- Preventing fraud

## **Special Categories of Data**

Special categories of data are not applicable under this contract

## **If you do not Provide your Data to us**

One of the reasons for processing your data is to allow us to carry out our duties in line with your contract of service. If you do not provide us with the data needed to do this, we will be unable to perform those duties e.g. informing you of onsite incidents.

## **Sharing your Data**

Your data will be shared with colleagues within Strength Security Ltd where necessary for them to undertake their duties. This includes for example, response officers.

We may also share your data with third parties to comply with a legal obligation upon us.

We do not share your data with bodies outside the European Economic Area.

## **Protecting Your Data**

We are aware of the requirement to ensure your data is protected against accidental loss or disclosure, destruction and abuse. We have implemented processes to guard against such as ended.

## How Long We Keep Your Data for

In line with data protection principles, we only keep your data for as long as we need it for, which will be at least for the duration of the contract or contract review.

Type Of Data	Record Retention Period
Name	Term Of Contract Or Informed Otherwise
Emails	Term Of Contract Or Informed Otherwise
Contact Numbers	Term Of Contract Or Informed Otherwise

**Yours Rights in Relation to your Data** The law on data protection gives you certain rights in relation to the data we hold on you. These are:

- The right to be informed. This means that we must tell you how we use your data, and this is the purpose of this privacy notice.
- The right for any inaccuracies to be corrected. If any data that we hold about you is incomplete or inaccurate, you are able to require us to correct it.
- The right to have information deleted. If you would like us to stop processing your data, you have the right to ask us to delete it from our systems where you believe there is no reason for us to continue processing it.
- The right to restrict the processing of the data. For example, if you believe the data we hold is incorrect, we will stop processing the data (whilst still holding it) until we have ensured that the data is correct.
- The right to object to the inclusion of any information. You have the right to object to the way we use your data where we are using it for our legitimate interests.

Where you have provided consent to our use of your data, you also have the unrestricted right to withdraw that consent at any time. Withdrawing your consent

means that we will stop processing the data that you had previously given us consent to use. There will be no consequences for withdrawing your consent. However, in some case, we may continue to use the data where so permitted by having a legitimate reason for doing so.

If you wish to exercise any rights explained above, please contact the Data Protection Officer within Strength Security Ltd.

## **Making a Complaint**

The supervisory authority in the UK for data protection matters is the Information Commissioner (ICO). If you think your data protection rights have been breached in any way by us, you are able to make a complaint to the ICO.

## **Data Protection Officer**

If you would like to contact Strength Security Ltd in relation to your data privacy please contact us at;

[info@strengthsecurity.co.uk](mailto:info@strengthsecurity.co.uk)

**If you have any questions about the data we hold on your behalf, we will do our best to answer them.**

If you have a specific enquiry about the data we hold, or want to see the data we hold, please fill in the form below. You can also call us on 0161 327 0255, or send a request in writing to:

## **Data Protection Officer**

Strength Security Ltd

Aura Business Centre

412 Stretford Rd

Manchester

# Privacy Policy



M15 4AE

If you are acting on behalf of another person and want to access their data, or have us answer questions about their data, please call us on 0161 327 0255.