



## PRIVACY NOTICE

A new data privacy law is being introduced this year on 25 May 2018. As a result, UniTrust Protection Services (UK) Ltd (UniTrust, we, us) is publishing a new Privacy Notice to make it easier for you to find out how we use and protect your information. We are committed to protecting and respecting your privacy.

This Privacy Notice explains when and why we collect personal information, how we use it, the conditions under which we may disclose it to others and how we keep it secure.

The Privacy Notice will be reviewed and updated occasionally so please check this page regularly to ensure that you are aware of the changes. By using our website, contacting us or working with us you are agreeing to be bound by this Policy.

Any questions regarding this Privacy Notice and our privacy practices should be sent by writing to Head of Human Resources, UniTrust Protection Services (UK) Ltd, UniTrust House, Heather park Drive, Wembley, Middlesex HA0 1SS, or by telephone on 020-8903-8303.

### Who we are

UniTrust is a privately owned company that is a premier supplier of tailored security services. Our registered address is UniTrust House, Heather Park Drive, Wembley, Middlesex HA0 1SS, Company registration number 01335720.

### How and why we collect information

We obtain and hold information about you when you use our website (for example when you contact us about our services), when doing business with you and when speaking to you on the phone.

If we employ you or you apply for a job with us, we obtain information about you directly through your application form and on boarding process in order to manage the employment contract and as necessary to meet our obligations to you.

### Legal basis for collecting your information

1. You give consent to have your data processed for the specific purpose (s) for which it has been obtained and collected (for example applying for a job)

2. Processing is necessary for pursuing a legitimate interest (for example when you enter into a contract with UniTrust to provide services)

## What information is collected

The personal information we collect might include name, address, date of birth, phone number or email address. If you purchase a service from us or are employed by us, we will hold your bank details.

As an ACS approved security provider, we must make certain checks under BS7858, and hold personal information relating to our staff. If you are employed by us, sensitive personal data held will also include equality monitoring data and physical and mental health conditions.

## How we use the information

We may use your information to:

- Process purchase orders and pay invoices that you have submitted;
- Carry out our obligation arising from any contracts entered into between you and us;
- Seek your views or comment on the services we provide;
- Notify you of changes to our services;
- Send you notification of security issues;
- Send you communication, which you have requested and that may be of interest to you. These may include information about new services or security concerns; or
- Process job applications and employment contracts

We review our retention periods for personal information on a regular basis. We are legally required to hold some types of information to fulfil our statutory obligations. We will hold your personal information on our systems for as long as is necessary for the activity to which it is relevant, or if it is set out in any relevant contract you hold with us.

## Who has access to your information

We will not sell or rent our information to third parties. We will not share your information with third parties for marketing purposes.

**Third Party Service Providers working on our behalf:** We may pass your information to our third party service providers, agent subcontractors, and other associated organisations. We may share information with our legal and professional advisors, including auditors, government bodies and agencies such as HM Revenue and Customs, and anyone else where we have your consent or where it is required by law. Information may be shared for the purposes of completing statutory obligations and providing services to you (for example processing direct debits, pension contributions, processing our payroll or performing credit checks). When we use third party service providers, we disclose only the personal information that is necessary to deliver the service and we have a contract in place that requires them to keep your information secure and not to use it for their own direct purposes. Please be assured that we will not release our information to third parties beyond UniTrust Protection Services Ltd for them to use for their own direct marketing purposes, unless we are required to do so by law, for example, by court order or for the purposes of prevention of fraud or other crime.

## How you can access and update your information

The accuracy of your information is important to us. If you change email address, or you are concerned that the information we hold about you is inaccurate or out of date, write to us at: Head of Human Resources, UniTrust Protection Services (UK) Ltd, UniTrust House, Heather park Drive, Wembley, Middlesex HA0 1SS. Alternatively you can call on 020 -8903-8303. If we employ you please request for your details to be updated via the employee portal.

You have the right to ask for a copy of the information we hold about you.

## Security precautions in place to protect the loss, misuse or alteration of your information.

We are committed to ensuring that your information is secure with us and with third parties who act on our behalf. When you give us personal information, we take steps to ensure that your information remains confidential, accurate and only accessible to individuals on a need to know basis.

Any sensitive personal information (as defined by the General Data Protection Regulations, GDPR) you submit to us is protected during transit and rest.

Non-sensitive personal details (such as email address) are encrypted when transmitted over the internet when using systems within our control (for example, our website and other hosted services like exchange email). However, if you submit information to us using a system outside our control (e.g. your personal email account) we cannot guarantee it to be completely secure whilst in transit to us as it may be transmitted unencrypted across the internet.

We strive to protect your personal information however we cannot guarantee the security of any information you transmit to us, and you do so at your own risk. Once we receive your information, we make our best effort to ensure its security on our system. Where we have given (or where you have chosen) a password which enable you to access certain parts of our website and/or services, you are responsible for keeping this password confidential.

## Links to other websites

Our website may contain links to other websites run by other organisations. This policy applies only to our website, so we encourage you to read privacy statements on other websites you visit. We cannot be responsible for the privacy policies and practices of other companies or other websites even if you access those using links from our website.

## Reporting a complaint

If you have any complaints in relation to a data breach please email by writing to Head of Human Resources, UniTrust Protection Services (UK) Ltd, UniTrust House, Heather park Drive, Wembley, Middlesex HA0 1SS.