



## PRIVACY POLICY

**UniTrust Protection Services (UK) Ltd** are committed to protecting and respecting your privacy.

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

The Policy will be reviewed and update occasionally so please check this page regularly to ensure that you are happy with any changes. By using our website, contacting us or working with us you are agreeing to be bound by this Policy.

Any questions regarding this Policy and our privacy practices should be sent by email to [info@unitrust.co.uk](mailto:info@unitrust.co.uk), by writing to Head of Human Resources, UinTrust Protection Services (UK) Ltd, UniTrust House, Heather park Drive, Wembley, Middlesex HA0 1SS, or by telephone on 020-8903-8303.

### Who are we?

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

### Legal basis for collecting your information

1. You have given consent to have your data processed for the specific purpose/s (for example applying for a job)
2. Processing is necessary for pursuing a legitimate interest (for example when you enter into a contact with UniTrust to provide services)

## What information is collected

The personal information we collect might include name, address, DOB, phone number, email address. If you purchase a service from us or are employed by us, your bank information is held by us.

## How we use the information

We may use your information to:

- Process purchase orders that you have submitted;
- To carry out our obligation arising from any contracts entered by you and us;
- Seeking your views or comment on the services we provide;
- Notify you of changes to our services;
- Send you notification of security issues;
- Send you communications which you have requested and that may be of interest to you. These may include information about new services or security concerns.
- Process job applications.

We review our retention periods for personal information on 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 relevant activity, or if 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 for the purposes of completing tasks and providing services to you on our behalf (for example process direct debits, pension companies, processing our payroll, 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 any of the other information we hold 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.

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.**

When you give us personal information, we take steps to ensure that it's treat securely. Any sensitive personal information (as defined by GDPR) you submit to us is encrypted and protected during transit and rest.

Non-sensitive personal details (your email address etc.) are encrypted when transmitted over the internet when using systems within our control. (e.g. 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 100% 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 the privacy statements on the other website you visit. We cannot be responsible for the privacy policies and practices of other sites even if you access those using links from our website.