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DATA PRIVACY NOTICE

JLG Security Services Ltd

1. Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

2. Who are we?

JLG Security Services Ltd, Kempton Park House, Park Road, TW16 5BX is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

3. How do we process your personal data?

JLG Security Services complies with its obligations under the "GDPR" by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes: -

- To enable us to provide services and support of supplied security related products*
- To administer account records;*
- To promote the product and services of the company*
- To manage our employees*
- To maintain our own accounts and records*
- To inform you of news, events and promotions*
- To provide secure monitoring of alarm systems via approved third party centres*

4. What is the legal basis for processing your personal data?

Explicit consent of the data subject so that we can keep you informed about news, events, activities and services Processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement; the processing relates only to customers & staff or former customers & staff (or those who have regular contact with it in connection with those purposes); and there is no disclosure to a third party without consent.

5. Storing & Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with other parties in order to carry out a services connected with the company We will only share your data with third parties with your consent.

The security and storage of personal data is important to us. The information that we collect from you is stored by us on secure servers, protected through a combination of electronic and physical access controls, firewall technology and other security measures.

If you contact us for details of your account, we will ask some polite questions to establish your identity and we will not disclose any information under any circumstance until we have established that you are who you claim to be, customer passwords & codes are not stored

6. How long do we keep your personal data?

Personal Data will not be retained by JLG Security Services for longer than necessary in relation to the purposes for which it was originally collected, or for which it was further processed.

The length of time for which JLG Security Services need to retain Personal Data takes into account legal and contractual requirements, all Personal Data should be deleted or destroyed as soon as possible where it has been confirmed that there is no longer a need to retain it.

7. Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

- The right to request a copy of your personal data which Knighthood International holds about you;*
- The right to request that the JLG Security Services corrects any personal data if it is found to be inaccurate or out of date;*
- The right to request your personal data is erased where it is no longer necessary for Knighthood International to retain such data;*
- The right to withdraw your consent to the processing at any time*
- The right to request that the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability), (where applicable) [Only applies where the processing is based on consent or is necessary for the performance of a contract with the data subject and in either case the data controller processes the data by automated means].*
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;*
- The right to object to the processing of personal data, (where applicable) [Only applies where processing is based on legitimate interests (or the performance of a task in the public interest/exercise of official authority); direct marketing and processing for the purposes of scientific/historical research and statistics]*
- The right to lodge a complaint with the Information Commissioners Office.*

8. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

9. Contact us

We take your privacy and protection of your personal information very seriously. If you have any questions, comments or queries about the way we are collecting or using your personal information please contact the Data Protection Officer at JLG Security Services, Kempton Park House, Park Road, TW16 5BX or email us at DPOJLG@jlgsecurity.co.uk

If you have a concern about the way in which we are collecting or using your personal information you may also contact the Information Commissioner`s Office directly at <https://ico.org.uk/concerns/>.