

# Omega Security Systems Ltd Privacy Policy (GDPR)

## Privacy

**Protecting any personal information that is provided to Omega Security Systems is very important to us and the below policy outlines how we will aim to achieve this.**

### GDPR

GDPR stands for the General Data Protection Regulation, and it is designed to increase data privacy for individuals. This means that businesses who are responsible for holding personal data will need to have processes and technologies in place that can deal with data requests from subjects.

This is the privacy notice of Omega Security Systems Ltd (company registration number: 5664768, ICO registration: ZA348767) whose registered office is at Crown Works, Parry Lane, Bradford, BD4 8TJ referred to as we, **us** or **our** in this privacy notice.

This privacy notice sets out how we collect and process your personal data. This privacy notice also provides certain information that is legally required and lists your rights in relation to your personal data.

This privacy notice relates to personal information that identifies you as a natural person (whether you are an actual or potential customer, an individual who browses our website or an individual outside our organisation with whom we interact). We refer to this information throughout this privacy notice as personal data or personal information and further detail of what this includes are set out in this privacy notice below.

The privacy and security of your personal information is very important to us so we want to assure you that your information will be properly managed and protected by us at all times. Please read this privacy notice carefully as it explains how we may collect and use your personal data.

This privacy notice may vary from time to time so please check it regularly. This privacy notice was last updated on 21<sup>st</sup> May 2018.

### How to contact us

If you need to contact us in connection with the use or processing of your personal data, then you can do so using our contact details as set out below.

Our Data Protection Officer is Richard Ward who you can contact at **01274 736526** or [info@omegasecuritysystems.co.uk](mailto:info@omegasecuritysystems.co.uk)

## **What information we hold about you and where we obtain this from (Principle 2)**

The majority of the information we collect will be predominantly commercial information, however, under GDPR some of this information is identified as personal. The personal data that we collect about you may include the following information:

- Personal data you provide to us in person, via our website, by telephone or by email
- Personal data you provide when you enquire about our products and services
- General information about you, such as your name, address, contact details and date of birth (in domestic enquiries)
- Personal data you provide if you subscribe to any of our mailing, newsletter services or social media
- The company credit history, and occasionally personal credit history for domestic work
- Financial details, such as your bank account for companies and, occasionally personal bank details on receipt of payment for domestic work
- Information about your use of our website such as your IP address, which is a unique number identifying your computer, including personal data gathered using cookies. Please see our cookies policy for more information.

On occasions we will introduce a commercial customer to a leasing company, but the information required will travel solely between the leasing company and the client.

Staff vetting conforms to BS7858 (4<sup>th</sup> Edition).

## **How we use your personal data and the lawful basis for doing so (Principle 1)**

We may rely on one or more of the following legal bases when processing your personal data for the following purposes:

### *1. Purpose for which we process your personal data*

In order to perform our contractual obligations to you. This would include our fulfilling your requirements for security systems.

#### *Basis on which we do this*

The processing is necessary in connection with any contract that you may enter into with us.

### *2. Purpose for which we process your personal data*

To administer your account

#### *Basis on which we do this*

The processing is necessary in connection with any contract that you may enter into with us.

### *3. Purpose for which we process your personal data*

To let you know about similar products and services that may be of interest to you

#### *Basis on which we do this*

The processing is necessary to pursue our legitimate interest in operating our business.

## **Who we pass your personal data to (Principle 5)**

We may need to pass your personal data to other companies which may include:

- Our bank for payment of monies
- For our staff specific policy please follow this link.
- Firms that provide administration and processing services to us or on our behalf under contract in order to complete activities such as carriage and delivery, insurance providers, financial services and IT providers.
- Organisations that have a specific role laid out in law, such as statutory bodies, regulatory authorities and other authorised bodies
- Other organisations where we have a duty to or are permitted to disclose your personal information by law, for example if we received a valid request from the police or other third party organisation in the interest of preventing and detecting crime

- Credit reference agencies to check your credit history. This check will be recorded on your credit reference file without affecting your ability to apply for credit or other financial products
- Companies who will jointly fulfil our contract obligations e.g. fire, alarm monitoring and analytics.

The information you share with us may be transferred by us or any of the types of firms or organisations we have noted above, to other countries in order for processing to take place, including locations outside of the UK and the European Union. We will only do so if there are adequate levels of protection in place as required by applicable data protection laws.

### **Accessing our website and cookies**

Please see the website and cookies policy in our legal section on our website.

### **Your Rights (Principle 6)**

We will only store your data for as long as is necessary to comply with any legal obligations or lawful processing conditions that may exist as a result.

You have a number of rights concerning the personal information we use, which you may ask us to observe. In some cases even when you make a request concerning your personal information, we may not be required, or be able to carry out your request as this may result in us not being able to fulfil our legal and regulatory obligations under the lawful processing conditions under which we hold your data or because there is a minimum statutory period of time for which we have to keep your information. If this is the case, we'll let you know our reasons.

#### **You can ask us to:**

- Provide a copy of your personal information
- Correct or delete unnecessary or inaccurate personal information
- Restrict or to object to the use of your personal information at any time
- Where we rely on your consent to use your personal information, you can withdraw that consent at any time. Where your consent is withdrawn, your previous consent will remain valid in respect of our use of your information prior to the date you withdrew it, or if any marketing material has been sent prior to you advising that you don't want us to contact you again

If you have any questions or concerns about this privacy notice or your data protection rights please contact us using our details set out at the beginning of this privacy notice.

You also have the right to make an enquiry or to complain to the Information Commissioner's Office (ICO) if you are unhappy with our use of your data, or if you think we have breached a legal requirement. Further details about the ICO are available at: [www.ico.org.uk](http://www.ico.org.uk).

### **How we contact you about other products and services**

From time to time we may inform you of the latest products or services from the industry. You will be given the option to stop receiving any communications from us in this regard at any time however please note that this will not affect us contacting you about the servicing of products that you have specifically requested from us.