



The Safety Circle Limited

Privacy and security policy

The Safety Circle Limited (the “Company”, “We”, “Us”, “Our”) is committed to protecting and respecting your privacy.

This policy sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it

For the purposes of the GDPR the data processor is The Safety Circle Limited at 12 Royds Close, Hartford, Northwich. Cheshire. CW8 1ND.

The GDPR (General Data Protection Regulation) is the most important development of Data Protection Law for decades. It will strengthen and ultimately replace the existing Data Protection Act (1998) and is designed to protect the personal data and privacy of citizens across Europe. GDPR will not be affected by the UK’s exit from the EU and the Regulation comes fully into effect on 25 May 2018.

This privacy policy explains how we collect and use any personal information we collect about you when you use our services.

What information do we collect about you?

We collect information about you when you instruct us to provide advice and services, information gathered in order to fulfil our contractual duties to you, risk management related documentation, attend one of our training courses; and engage in business dealings with us.

Please note that all payments and charges payable by you are via bank transfer, standing order, direct debit, cheque or cash. For the avoidance of doubt, we do not receive any financial information about you or your business when you make payments to us.

How will we use the information about you?

When you visit our website, we do not make a record of your visit, there are no cookies associated with our website. If you use the “Contact us” form on our website to email us, a record will be made of your email address and telephone number, if provided, which will allow us to reply to your query, if no further action is required after the first contact your email address and phone number, if provided, will be deleted.

Information gathered during visits to your business location(s) will be used to fulfil our contractual obligations to you, including the completion and provision of audits, inspections, risk assessments, accident and incident investigations and any other relevant risk management documentation etc.

Documentation prepared for you as part of our contractual obligations will be either uploaded directly to your computer system while we are on site, or the relevant documentation will be attached and sent to the email address authorised and approved by you.

We will not use or disclose your personal information for any other purpose which is not related (or in the case of sensitive information, directly related) to the above purposes without your consent, unless otherwise authorised, required or permitted under the laws of England and Wales.

Will we disclose your data?

We will not use or disclose your personal information for any other purpose which is not related (or in the case of sensitive information, directly related) to the above purposes without your consent, unless otherwise authorised, required or permitted under the laws of England and Wales.

Storage of your data, Archiving and Removal?

Your personal data is securely stored on an external hard drive unit; this hard drive is stored within a secure location when not in use. All data held on the company's laptop including emails are protected by McAfee LiveSafe Version 16.0

Email addresses are stored on the company's email system and phone numbers are stored on one mobile phone. This information is backed up to the McAfee LiveSafe Version 16.0 - secure cloud storage.

Any personal data held, is kept for no longer than necessary; the company has systems in place to archiving data on to the external hard drive. When personal data is no longer required, (as defined by the legal retention times for relevant risk management documentation) it will be shredded via the McAfee LiveSafe Version 16.0. Any and all hard copies of personal data when no longer required are shredded using a cross cut shredder.

Access to personal data shall be limited to personnel who need access and appropriate security is in place to avoid unauthorised sharing of information.

In the event of a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data, the Company shall promptly assess the risk to people's rights and freedoms and if appropriate report this breach to the ICO (more information on the ICO website).

Access to your information and correction requests

You have a right to request a copy of the information that we hold about you. If you would like a copy of some or all of your personal information please email thesafetycircleltd.co.uk or write to Miss Pauline Price at The Safety Circle Limited, 12 Royds Close. Hartford. Northwich. Cheshire. CW8 1ND. We will ensure the relevant information is provided to you in a usable format within 1 month.

Identification will also be requested for security.

Please note that we may refuse or charge for requests that are manifestly unfounded or excessive

We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information you think is inaccurate or out of date.