



Privacy Notice

We appreciate the trust you place in us when sharing your personal data. The security of that data is very important to us. In this notice, we will explain how we collect, use and protect your personal data. We will also provide information on what rights you have with regards to your personal data and how you can exercise those rights.

Who are we?

Security Kings is a leading provider in Security and Training Services. We have an experienced team of officers offering additional protection for any situation. Our security staff are fully vetted to BS:7858 and SIA certified. We offer a number of certified security training courses.

Why do we collect personal data?

Contractual, Training, Commercial and Customer Data

We collect personal data from you for one or more of the following purposes:

- To provide you with information that you have requested or that we think may be relevant to a subject in which you have demonstrated an interest.
- To initiate and complete commercial transactions with you, or the entity that you represent, for the purchase of services.
- To fulfil a contract that we have entered into with you or with the entity that you represent. In these circumstances it may be your entity, rather than yourself, that has provided us with your personal data.
- Provision of service to a Third-Party Company acting in Data Processor capacity
- To ensure the security and safe operation of our company website and business infrastructure.
- To facilitate & manage any communication between you and us.
- To deliver training services to you and manage certifications
- For health & safety purposes
- To provide reasonable adjustments and ensure we meet our obligations under equality legislation

Employment and Contractor Data

We collect personal data from you for one or more of the following purposes:

- To manage your pay and employment
- To manage the health & safety and wellbeing of staff and customers
- To manage performance & skills
- To manage certifications & standards
- To provide services to customers
- To ensure effective response to the COVID-19 epidemic to ensure the safety, wellbeing and care of colleagues
- To authenticate access to systems
- To assess suitability and undertake employment & pre-employment checks

What type of information do we collect?

- Any personal & special category information about you or your customers that you have provided us
- Any personal & special category information related to your employment or contracted position with us
- Technical Data; this includes internet protocol (IP) address, browser type and version, time zone setting and location, browser plug-in types and versions, operating system and platform and other technology on the devices you use to access this website
- Profile Data; this includes feedback and survey responses

Lawful basis

We will use your information:

- In accordance with a contractual obligation
- To facilitate contractual enquiries
- To assist businesses in complying with applicable legal obligations and public tasks
- In accordance with your consent *where requested*. You can opt out any time by emailing HR@securitykings.co.uk
- In accordance with our legitimate interests or that of a third party

Personal data is collected in accordance with the following provisions:

- The Employee Rights Act 1996
- The National Minimum Wage Act 1998
- The Employee Relations Act 1999
- The Maternity and Parental Leave etc. Regulations 1999
- The Transfer of Undertakings (Protection of Employment) Regulations 2006
- The Agency Workers Regulations 2010
- The Equality Act 2010
- The Working Time Regulations 1998
- The Data Protection Act 2018
- The UK General Data Protection Regulations
- EU General Data Protection Regulation (where processing data in the European Economic Area)
- The Coronavirus Act 2020
- The Health Protection (Notification) Regulations 2010
- The Public Health (Control of Disease) Act 1984 and associated Regulations
- The Safeguarding Vulnerable Groups Act 2006
- Health and Safety at Work Act 1974
- Private Security Industry Act 2001
- Protection of Freedoms Act 2012
- Regulation of Investigatory Powers Act 2000 (when working on behalf of public authorities)

Employee monitoring

In accordance with the schedule 1 (1), (2) & schedule 2 of the Data Protection Act 2018, & Article 6 (b), (c) & (f) of the UK General Data Protection Regulations; we may monitor the use of Security

Kings assets, staff conduct & records of time keeping for purposes such as preventing and detecting criminal acts, investigating unauthorised use, making sure that policies are being followed and for training and quality control.

Examples of such monitoring may include but is not limited to: CCTV, surveillance, system audits, remote working, IT usage, conduct, performance and the use & management of financial assets.

Please note that all staff are not routinely monitored in a blanket manner – all monitoring will be proportionate and justified

What are your rights in relation to the personal data we process?

- **Access** – you can request copies of any of your personal information
- **Rectification** – you can ask us to correct any incorrect information.
- **Deletion** – you can ask us to delete your personal information.
- **Portability** – you can ask us to transfer your personal data to different services or to you.
- **Right to object or restrict processing** – you have the right to object to how your data is being used and how it is going to be used in the future.
- **Right to prevent automatic decisions** – you have the right to challenge a decision that affects you that has been made automatically without human intervention, for example an online form with an instant decision. Please note at present Security Kings do not undertake any automated decisions

Information Security

We are strongly committed to data security and will take reasonable and appropriate steps to protect your personal information from unauthorised access, loss, misuse, alteration or corruption. We have put in place physical, electronic, and managerial procedures to safeguard the information you provide to us.

Contact details

Any comments, questions or suggestions about this privacy policy or our handling of your personal data should be emailed to Stephanie.leeson@securitykings.co.uk

For independent advice about data protection, privacy and data sharing issues, you can contact the Information Commissioner's Office (ICO):

By post: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

By phone: [0303 123 1113](tel:03031231113) (local rate) or [01625 545 745](tel:01625545745) if you prefer to use a national rate number

Alternatively, visit ico.org.uk or email casework@ico.org.uk.

Cookies Information

We may also collect information using Cookies. Cookies are small pieces of information stored on your browser which sometimes follow the movements of visitors on the website and tell us how the website and our services are being used, this information helps us improve your experience of the website.

You can set your browser to accept all or some browser cookies, or to alert you when websites set or access cookies. If you disable or refuse cookies, please note that some parts of this website may become inaccessible or not function properly.

Necessary cookies

Necessary cookies help make a website usable by enabling basic functions like page navigation and access to secure areas of the website. The website cannot function properly without these cookies.