

Privacy Policy of Locsafe Security Systems Ltd

Data Protection Law is changing and we are required to provide you with this information under the new General Data Protection Regulations which come into effect on 25th May 2018

Locsafe Security Systems takes the security of your information very seriously,

and are committed to protecting and respecting your privacy.

What Information we Collect

- a) Company Identifiable Information (Names, addresses Vat number bank details
- b) Personal Identifiable Information (Names, email address, postal addresses, contact numbers)
- c) Confidential information.

Why we need this information

- a) Data processed as part of any commercial transaction is required to be kept for 6 years as we are legally obliged.
- b) Confidential information is required for us to provide our services to you.

Who has Access and Why

- a) Data will be held and processed by Locsafe Security Systems ONLY, to provide the products and services that we are contracted for.
- b) No data will be shared with third parties, except where products require Certification.
- c) You would be asked for your consent for this, at the time of providing certification.
- d) Personal Information would be limited to Postal address.
- e) No other information would be shared.

Data Breaches

- a) Locsafe Security Systems has standard procedures in place and has secure storage, enhanced physical security, and electronic systems protecting the premises.
- b) Locsafe Security Systems understands the Legal requirement to report a data breach to ICO in a maximum of 72 hours after the event. Additionally of the requirement to inform persons affected by such a breach.

How do we store your Data

Transactional information would be stored securely in Archived files for the legally required period.

Confidential information will be stored either:

- a) On stand - alone computers, protected by encryption and/or password

b) On secure, Firewall protected network

How long do we retain your personal Data

We are required by law to retain data relating to commercial transactions for up to 7 years, after that the data would be destroyed.

Confidential information relating to our services to you and your property would be retained until such time as we are instructed to relinquish it, or transfer to a new legal owner of a property.

Your Rights

Under GDPR you have a number of rights:

- Right of Access- To request access to your personal information and to know what information we hold and why we hold it
- Right to Rectification- To request that information is corrected if the information we hold is inaccurate or incomplete.
- Right to Erasure – To have personal information erased.
- Right of restriction of processing - restrict processing of your information.
- Right to Data Portability – You can obtain and reuse your personal data for your own purpose.
- Automatic Processing – We will not make any decision regarding you by purely automated means.
- Withdrawing Consent – You may withdraw your consent at any time and we will stop using your personal information for which the consent was given.
- Any such request will be answered in a maximum of 7 days.

Amendments

We may update this policy in order to improve our Data Management.

We will notify you of any significant changes to this policy.

Complaints

You have a legal right to submit a complaint about how we handle your data, however we do seek to resolve all complaints directly. If you wish to lodge a complaint with the Information Commissioner's Office the details are available on the ICO website www.ico.org.uk.