

Please note, SME Group PLC operate this site. Our franchisee's may also collect and process your data.

Please refer to their Data Privacy Notice for details

1 Introduction

A general explanation of the Privacy Statement simply confirming that it relates to how we may use the personal data collected

2 Collecting personal information – we only collect data (subject to your consent (excluding CCTV)) in the following areas: -

- Payroll, HMRC
- Training
- Disciplinary
- Insurance

2a Personal recognition visual recording (CCTV)

- To improve your security and well-being - recording activities within the premises, premises access routes and carparking areas

3 Using personal information

Personal data we receive will be used for the purposes it was provided, including: -

- Legal obligations
- Payroll / HMRC
- Employee security & well being
- Reference of previous employment
- Confirmation of citizenship
- Criminal Reference Bureau (CRB)

4 Disclosing personal information

- We may disclose your personal information to any of our staff, agents, suppliers, franchise holders, subcontractors, legal & government bodies where it would be reasonable to do so. (If consent is necessary to facilitate this sharing we will ensure it is obtained prior to processing)
- We may be legally obliged to disclose your personal information to the extent that we are required to do so by law
- In connection with any ongoing or prospective legal proceedings
- In order to establish, exercise or defend our legal rights (including providing information to others for the purposes of fraud prevention and reducing credit risk)
- To any person who we reasonably believe may apply to a court or other competent authority for disclosure of that personal information where, in our reasonable opinion, such court or authority would be reasonably likely to order disclosure of that personal information
- Training & personal development agencies
- Franchise holders

- Except as provided in this policy, we will not provide your personal information to any other third parties.

5 Security of personal information(website and server(s))

- We will take all reasonable technical and organizational precautions to prevent the loss, misuse or alteration of your personal information.
- We will store all the personal data you provide on our secure servers.
- All details of financial transactions entered via our website will be protected by encryption technology when applicable
- Email correspondence using HTTP/2

5A Security of personal information (paper files & records)

- All documents containing personal information are kept in a locked compartment (when not in use) and or secure office

6 Your rights

- You may instruct us to provide you with any personal information we hold about you, via a Subject Access Request (SAR)
- Upon receipt of such a request we will, after confirming identity, provide all relevant data we may hold to you in the most practical format unless otherwise stipulated and reasonably possible.
- We may withhold personal information that you request to the extent permitted by law.
- If you instruct is to no longer process your personal data we will do so as quickly as possible.
- If you instruct us to destroy any/all of your personal data we may hold we will do so as quickly as possible.

7 Data Protection Officer

Our Data Protection Officer is Mr. A Johnson any Data Protection concerns can be directed, via writing to **SME Group PLC**, Charlwood House, The Runway, Ruislip, Middlesex, **HA4 6SE** or email: - andy.johnson@smegroup.co.uk

Should we be unable to resolve a concern you may choice to contact the ICO for guidance: -**Commissioner's Office**, Wycliffe House, Water Lane, Wilmslow Cheshire. SK9 5AF. Telephone: 0303 123 1113 or 01625 545745. Fax: 01625 524510

8 Privacy Policy Changes

Naturally this policy may change / updated in line with legislation requirements and business operational reasons. We would advise to review this document every 3 months, any changes / additions will be highlighted.