#### June 2018

#### IMPORTANT CHANGES TO OUR PRIVACY NOTICE!

This is just a short note to let you know that we have updated our <u>privacy notice</u> on the www.strongmanalarms website to reflect our compliance with the General Data Protection Regulation (GDPR) which came into UK law on 25<sup>th</sup> May 2018.

We have assessed the legal grounds available to us under GDPR for processing personal data. A much more detailed explanation regarding this, and our other decisions regarding how we process personal data under GDPR, is given here in our <u>privacy</u> notice.

If you have any questions, or you would like to exercise any of your privacy rights under GDPR please contact us on <a href="mailto:info@strongmanalarms.co.uk">info@strongmanalarms.co.uk</a>, or via our contact us form on our website.

Best Regards

Lukasz Pawlik

Director

# **Privacy Notice**

Strongman Scaffold Alarms Ltd is incorporated in England & Wales. We are committed to protecting your privacy and protecting any data that we collect concerning you. This notice, 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 this Privacy notice carefully and ensure that you understand it. Your acceptance of our Privacy notice is deemed to occur upon your first use of our website – <a href="https://www.strongmanalarms.co.uk">www.strongmanalarms.co.uk</a> and by use of our services.

This Privacy notice applies to your use of <a href="www.strongmanalarms.co.uk">www.strongmanalarms.co.uk</a> and Strongman Scaffold Alarms Ltd's services. Our website contains links to other websites. Please note that <a href="www.strongmanalarms.co.uk">www.strongmanalarms.co.uk</a> has no control over how your data is collected, stored, or used by other websites and advise you to check the privacy policies / notices of any such websites before providing any data to them.

## Why we collect your data

We want to give you the best possible experience of Strongman Scaffold Alarms Ltd. and to fulfil the service level agreement between you and us, we may also need to collect your data to satisfy our regulatory obligations.

#### **Information Collected**

We may collect any or all of the information that you give us through any means, including but not limited to: filling in forms on this website, by corresponding with us by phone, e-mail or otherwise. Depending on the type of transaction you enter into we may collect your name, personal contact details and/or business contact details including address, telephone numbers, e-mail addresses.

Data collected in the UK is held in accordance with the General Data Protection Regulation (GDPR). All reasonable precautions consistent with good industry practices are taken to prevent unauthorised access to this information. This safeguard may require you to provide additional forms of identity should you wish to obtain information about your details

# Information Use and legal basis for processing

We use the information collected primarily to process the task for which you requested of us either via the telephone or through any other communication. We may also send communications to you on, including but not limited to: quotes, work updates, invoices, new products/services and our latest content. At any time, you can stop receiving emails from us using the link contained in the email. If you don't have an email from us to hand or have received other communications and want to opt out, simply email us at <a href="mailto:info@strongmanalarms.co.uk">info@strongmanalarms.co.uk</a> and we will update our data.

- · We will rely on contract if we are negotiating or have entered into a contract with you
- We will rely on legal obligation if we are legally required to hold information on you to fulfil our legal obligations
- We will in some circumstances rely on consent for particular uses of your personal data that you have consented to (e.g. by subscribing to emails, requesting us to provide you with our services or buying/selling goods from/to Strongman Scaffold Alarms Ltd)

#### Consent

Should we want or need to rely on consent to lawfully process your data we will request your consent orally, by post or by email for the specific activity we require consent for and record your response on our system. Where consent is the lawful basis for our processing you have the right to withdraw your consent to this particular processing at any time.

# **Disclosing Information**

We do not disclose any personal information obtained about you from to third parties except when we need to do so in order to conduct our business and complete necessary transactions. We may also use the information to keep in contact with you. You will be given the opportunity to opt-out from any mailing list or similar device. If at any time in the future we should wish to disclose information collected to any third party, it would only be with your knowledge and consent.

Where we store and process your personal data

Your data will only be stored within the European Economic Area ("the EEA") (The EEA consists of all EU member states, plus Norway, Iceland, and Liechtenstein). Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to our site; any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access

### Retention of data

We understand our legal duty to retain accurate data and only retain personal data for as long as we need it for our legitimate business interests, to satisfy our regulatory obligations or when you are happy for us to do so. Accordingly, we run routine data cleansing to remove data that no longer fulfil above requirements.

# Access to data and your rights

The General Data Protection Regulation gives you the right to access information held about you. We also encourage you to contact us to ensure your data is accurate and complete. You have the right to ask us not to process your personal data. For further information about your rights or if you want to make a complaint about the way we have processed your information, you can contact the ICO who oversee data protection law – www.ico.org.uk

If you would like to access the data we hold about you, withdraw consent or exercise your 'right to be forgotten', please e-mail: <a href="mailto:info@strongmanalarms.co.uk">info@strongmanalarms.co.uk</a>.

## Changes to this privacy notice

Any changes to our Privacy notice will be placed here and will supersede this current version. We will take reasonable steps to draw your attention to any changes in our notice and you will be deemed to have accepted the terms of the latest Privacy notice on your first use of the website following the alterations. However, to be on the safe side, we suggest that you read this document each time you use the website to ensure that it still meets with your approval. This notice is effective from 25th May 2018.

## **Contacting Us**

If you have any questions about our Privacy notice, or if you want to know what information we have collected about you, please email us <a href="mailto:info@strongmanalarms.co.uk">info@strongmanalarms.co.uk</a>. You can also correct any errors in that information or require us to remove your details form any list under our control

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