



## PRIVACY NOTICE

### BACKGROUND:

BLUE DIAMOND SECURITY SOLUTIONS LTD understands that your privacy is important to you and that you care about how your personal data is used. We respect and value the privacy of all of our EMPLOYEES AND COLLEAGUES and will only collect and use personal data in ways that are described here, and in a way that is consistent with our obligations and your rights under the law.

#### 1. Information About Us

BLUE DIAMOND SECURITY SOLUTIONS LTD.

A LIMITED COMPANY registered in England under company number 6051800.

Registered address: DEVONSHIRE HOUSE, 582 HONEYPOT LANE, STANMORE, MIDDLESEX, HA7 1JS.

VAT number: 9898649.

Data Protection Officer: RICHARD KENDALL-TOBIAS.

Email address: RICHARD@BLUEDIAMONDSECURITY.CO.UK

Telephone number: 07958574016.

Postal Address: DEVONSHIRE HOUSE, 582 HONEYPOT LANE, STANMORE, MIDDLESEX, HA7 1JS.

We are regulated by the Information Commissioner's office.

#### 2. What Does This Notice Cover?

This Privacy Information explains how we use your personal data: how it is collected, how it is held, and how it is processed. It also explains your rights under the law relating to your personal data.

#### 3. What is Personal Data?

Personal data is defined by the General Data Protection Regulation (EU Regulation 2016/679) (the "GDPR") as 'any information relating to an identifiable person who can be directly or indirectly identified in particular by reference to an identifier'.

Personal data is, in simpler terms, any information about you that enables you to be identified. Personal data covers obvious information such as your name and contact details, but it also covers less obvious information such as identification numbers, electronic location data, and other online identifiers.

The personal data that we use is set out in Part 5, below.

#### 4. What Are My Rights?

Under the GDPR, you have the following rights, which we will always work to uphold:

- a) The right to be informed about our collection and use of your personal data. This Privacy Notice should tell you everything you need to know, but you can always contact us to find out more or to ask any questions using the details in Part 11.
- b) The right to access the personal data we hold about you. Part 10 will tell you how to do this.
- c) The right to have your personal data rectified if any of your personal data held by us is inaccurate or incomplete. Please contact us using the details in Part 11 to find out more.
- d) The right to be forgotten, i.e. the right to ask us to delete or otherwise dispose of any of your personal data that we have. Please contact us using the details in Part 11 to find out more.
- e) The right to restrict (i.e. prevent) the processing of your personal data.
- f) The right to object to us using your personal data for a particular purpose or purposes.
- g) The right to data portability. This means that, if you have provided personal data to us directly, we are using it with your consent or for the performance of a contract.
- h) We do not use your personal data relating to automated decision-making and profiling in this way.

For more information about our use of your personal data or exercising your rights as outlined above, please contact **us** using the details provided in Part 11.

Further information about your rights can also be obtained from the Information Commissioner's Office or your local Citizens Advice Bureau.

If you have any cause for complaint about our use of your personal data, you have the right to lodge a complaint with the Information Commissioner's Office.

## 5. **What Personal Data Do You Collect?**

We may collect some or all of the following personal data (this may vary according to your relationship with us):

- Name;
- Date of birth;
- Gender;
- Address;
- Email address;
- Telephone number;
- Business name;
- Job title;
- Profession;
- Payment information;
- Information about your preferences and interests;
- Passport Details;
- SIA Licence Details;

- Driving Licence Details;
- Car and Car Insurance Details;
- Rehabilitation of Offenders Act 1974 Details
- CRB/Disclosure Scotland Details
- Personal Details in addition to the above provided by you by completing our company application form
- Credit Reference

Some of your personal data is obtained from the following third parties:

- Experian Credit References
- Personal References from individuals supplied by you
- Employment References from individuals and Companies as supplied by you
- Disclosure Scotland

## 6. **How Do You Use My Personal Data?**

Under the GDPR, we must always have a lawful basis for using personal data. This may be because the data is necessary for our performance of a contract with you, because you have consented to our use of your personal data, or because it is in our legitimate business interests to use it. Your personal data will be used for may be used for one of the following purposes:

- Providing and managing your PAYE and/or Invoices
- Completing our screening and vetting of you to BS7858:2012 standards
- Communicating with you. This may include responding to emails or calls from you.
- Communicating your qualifications and contact details to certain clients to allow you to carry out tasks for us

With your permission and/or where permitted by law, we may also use your personal contact information for advertising jobs and employment opportunities, which may include contacting you by email, telephone, text message, post, WhatsApp and social media accounts with information, news, and offers. You will not be sent any unlawful marketing or spam. We will always work to fully protect your rights and comply with our obligations under the GDPR and the Privacy and Electronic Communications (EC Directive) Regulations 2003, and you will always have the opportunity to opt-out.

## 7. **How Long Will You Keep My Personal Data?**

We will not keep your personal data for any longer than is necessary in light of the reason(s) for which it was first collected. Your personal data will therefore be kept for the following periods (or, where there is no fixed period, the following factors will be used to determine how long it is kept):

- All information and data provided by you during your application for employment with Blue Diamond Security Solutions Ltd will be kept for the duration of your employment and for a period of 7 years after
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- All information and data provided by you during your application for employment with Blue Diamond Security Solutions Ltd will be kept for the duration of your application process and, should you not be employed by us, kept for a period of 1 year.
- All information and data provided by you completing our On Line Application Form but not completing our full application process will be kept for a period of 1 year.

## 8. **How and Where Do You Store or Transfer My Personal Data?**

We will only store or transfer your personal data within the European Economic Area (the “EEA”). The EEA consists of all EU member states, plus Norway, Iceland, and Liechtenstein. This means that your personal data will be fully protected under the GDPR or to equivalent standards by law.]

## 9. **Do You Share My Personal Data?**

We may share your personal data with other companies in our group for Contract and Employment purposes. This includes our holding company and its subsidiaries.

We may sometimes contract with the following third parties to supply information about you on our behalf for vetting, pay, tax and employment purposes. These may include payment processing, credit checks, personal and employment references. In some cases, those third parties may require access to some or all of your personal data that we hold.

- EXPERIAN – CREDIT CHECKS FOR VETTING AND SCREENING.
- EASY PAYE – PAYMENT PROCESSING.
- INDIVIDUALS, WHO’S DETAILS WERE SUPPLIED BY YOU, TO SUPPLY EMPLOYMENT AND PERSONAL REFERENCES FOR VETTING AND SCREENING
- CLIENTS AND CUSTOMERS WHO REQUIRE INFORMATION ON SIA LICENCE DETAILS, VEHICLE AND PASSPORT DETAILS FOR THE PROCESS OF EMPLOYMENT DURING A CONTRACT

If any of your personal data is required by a third party, as described above, we will take steps to ensure that your personal data is handled safely, securely, and in accordance with your rights, our obligations, and the third party’s obligations under the law, as described above in Part 8.

[If any personal data is transferred outside of the EEA, we will take suitable steps in order to ensure that your personal data is treated just as safely and securely as it would be within the UK and under the GDPR, as explained above in Part 8.

In some limited circumstances, we may be legally required to share certain personal data, which might include yours, if we are involved in legal proceedings or complying with legal obligations, a court order, or the instructions of a government authority.

## 10. **Can I Access My Personal Data?**

If you want to know what personal data we have about you, you can ask us for details of that personal data and for a copy of it (where any such personal data is held). This is known as a “subject access request”.

All subject access requests should be made in writing and sent to the email or postal addresses shown in Part 11. To make this as easy as possible for you, a Subject Access Request Form is available for you to use. You do not have to use this form, but it is the easiest way to tell us everything we need to know to respond to your request as quickly as possible.

There is not normally any charge for a subject access request. If your request is 'manifestly unfounded or excessive' (for example, if you make repetitive requests) a fee may be charged to cover our administrative costs in responding.

We will respond to your subject access request within 20 working days and, in any case, not more than one month of receiving it. Normally, we aim to provide a complete response, including a copy of your personal data within that time. In some cases, however, particularly if your request is more complex, more time may be required up to a maximum of three months from the date we receive your request. You will be kept fully informed of our progress.

#### **11. How Do I Contact You?**

To contact us about anything to do with your personal data and data protection, including to make a subject access request, please use the following details (for the attention of Marie Murphy):

Email address: [marie@bluediamondsecurity.co.uk](mailto:marie@bluediamondsecurity.co.uk)

Telephone number: 0843 289 0674.

Postal Address: Blue Diamond Security Solutions Ltd., DEVONSHIRE HOUSE,  
582 HONEYPOT LANE, STANMORE, MIDDLESEX, HA7 1JS.

#### **12. Changes to this Privacy Notice**

We may change this Privacy Notice from time to time. This may be necessary, for example, if the law changes, or if we change our business in a way that affects personal data protection.

Any changes will be made available via an updated version on our web site [www.bluediamondsecurity.co.uk](http://www.bluediamondsecurity.co.uk)