



Privacy Notice

This privacy notice is a public declaration of how **UK Safety Management Limited** applies the Data Protection Principles and Rights afforded to individuals by the General Data Protection Regulation (GDPR), to the personal data that we process. **UK Safety Management Limited** is committed to complying with the principles relating to the processing of personal data under GDPR.

Although our customers are primarily businesses, we do collect and use personal information relating to individuals as part of our day-to-day activities. This is generally in order to provide services directly to individuals, or when we work with individuals in our customer or supplier businesses. This privacy notice sets out how **UK Safety Management Ltd** collects and uses personal information.

Data Protection Officer/Point of Contact: Data protection officer, **UK Safety Management Ltd**- Unit 5, Finch Drive, Bullerthorpe Lane, Leeds, West Yorkshire, LS15 9JL Email: tony.fletcher@uksmltd.co.uk Website: www.uksafetymanagementltd.co.uk

What lawful basis do we use to process personal information about you?

1. Under data protection law, we are required to only collect and use personal information in accordance with at least one of six lawful bases (or 'conditions'). Some of these conditions overlap and more than one may apply.
2. We have reviewed the purposes of our processing activities, and indicated in the information below the lawful basis (or bases) for each activity.
3. We have checked that the processing is necessary for the relevant purpose, and are satisfied that there is no other reasonable way to achieve that purpose.
4. We have documented our decision on which lawful basis applies to help us demonstrate compliance.
5. We have included information about both the purposes of the processing and the lawful basis for the processing in our privacy notice
6. Data protection law affords additional protection to certain categories of personal information (known as 'special categories'). These includes information revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic information, biometric information for uniquely identifying a person, information concerning health, and information concerning a person's sex life or sexual orientation.
7. Where we process special categories of personal information, we have also identified a condition for processing such categories, and have documented this.

Lawful Basis to process personal data.

Processing is necessary for **UK Safety Management Ltd** to carry out their services, to defend ourselves in legal claims and to respond to queries from regulators or legislators; except where it would negatively impact on the fundamental rights and freedoms of the individual (data subject), or where their personal data requires protection, particularly if the individual is a child.

Processing is necessary for the performance of an agreement to which the data subject is party or in order to take steps at the request of the data subject prior to entering into an agreement to complete the services that we provide.

Processing is necessary for compliance with a legal obligation to which we are subject.

The data subject has given consent to the processing of his or her personal data for one or more specific purposes.

Why we need your personal information and how will we use it?

To provide an outstanding service to our customers, employees and suppliers, **we collect and process personal information in the following ways:**

Service Provided	Scenario	How will we use your information	Lawful Basis Ref
Marketing, Lead and Prospecting Customer Information			
Informing our current and prospective customers of UKSM services	Request a quotation for our services or place an order by corresponding with us by telephone, email, post or through our website (website usage information is collected using cookies)	<p>For customers and prospective customers, we will use your information to provide any products and services you've requested and for other purposes, for example:</p> <ul style="list-style-type: none"> To confirm your identity and address. <p>To process your order, manage your account and, unless you opt out, to email you about products, services and promotions that may be of interest to you to ensure we are offering you the services.</p> <ul style="list-style-type: none"> To continually improve our products and services <ul style="list-style-type: none"> To administer our applications and for internal operations, To measure and understand the effectiveness of the advertising we serve to our customers and to ensure we deliver relevant advertising to them. <p>UKSM will NOT share your information for marketing purposes UKSM will only share your information with sub-contractors in order to fulfil quote, product sale or service. Where appropriate we will ask for your consent. You can opt-out at any time by contacting us</p>	1
Marketing to prospective or current customers	We also purchase contact information from a third-party data seller.	<p>Data is used to generate business leads and to contact prospective customers who may be interested in our services.</p> <p>UKSM will not share your information for marketing purposes with companies outside of our working framework.</p>	1
Current Customer Information			
Sale Orders Processing	You purchase one off or ad-hoc services from us. Over the phone or our websites	<p>We only collect the minimum personal data needed to process an order, manage an account or enter into a contract. Without this information we will not be able to conduct business with you.</p> <p>In processing your order, we may send your details to, and also use information from credit reference agencies.</p> <p>We will share your information with our third party suppliers in order to fulfil your order.</p>	1,2 and 4

		To ensure that we are compliant with HMRC VAT regulations.	
Contractual Business for prospective or current customers	You enter into a contractual relationship with us to provide services	We only collect the minimum personal data needed to process an order, manage an account or enter into a contract. Without this information we will not be able to conduct business with you. We will share your information with our third party suppliers in order to fulfil your order. To ensure that we are compliant with HMRC VAT regulations.	2
CRM and Admin team	Billing for services provided by UKSM	To provide you with VAT invoices, certificates and a contact area to ask any questions regarding your account or the service that you have been provided with.	2
Credit control and debt management	You fail to pay for your services within agreed contractual payment terms resulting in credit control and debt management processes	As we may invoice in advance, our credit cycles take care of debt at early stages where we apply sanctions such as debt collection, service suspension and ultimately termination of contracts due to protracted default. All information we use is on our secure database or public information generated from Companies House.	2,3
Legal or Regulatory obligations	To satisfy legal obligations	To defend ourselves in situations whereby claims for damages are made against our business and in order to satisfy our defence then we reserve the right to use personal data that we hold.	2,3
Supplier Information			
Supplier Request for Information (RFI)	You take part in a Request for Information (RFI)	For suppliers, we will use your information: To confirm your identify and address. To set you up on our preferred suppliers list.	2
Supplier Purchase Order and Invoicing	You submit an invoice for payment for services provided to UKSM	To manage our working relationship and communications to ensure work is carried out efficiently. To report any queries or concerns. For payment of work.	2
Other Personal Data			
Site visitors	If you are a visitor to our site and are not an employee, customer or supplier /contractor i.e. perhaps a family member of one of our employees	In order to give you a visitor's pass we ask for some basic details about you including your name, email, mobile number and car registration (if you drive to the site). In these instances we do this for compliance with Health & Safety and Fire regulations.	1, 3

How do we protect your information?

UK Safety Management Ltd implements industry standard security measures to protect personal information in our own and 3rd party supplier databases. These controls cover information that is stored (at rest) and when copied from one system to another (in motion).

Services that are internet facing are further independently checked for all known security risks by accredited security specialists.

In general, personal information is only accessible to staff on a need to know basis and appropriate security measures are in place.

How long we keep your data

We'll keep your information for as long as you have a relationship with us. After the relationship ends, we'll keep it where we have a legitimate interest e.g. to help us respond to queries or complaints, or for compliance with a regulatory or legal obligation such as but not limited to the following legislation which have their own data retention rules

Equality Act 2010

Employment Rights Act 1996

Health and Safety at Work Act 1974

Limitation Act 1980

National Minimum Wage regulations 1998

The Retirement Benefits Schemes (Information Powers) Regulations 1995(SI 1995/3103)

The General Data Protection Regulation

Companies Act 1985, 1989 and 2006

The Income Tax (PAYE) Regulations 2003/2682

The Statutory Sick Pay Regulations 2014

VAT Act 1994

Corporation Tax Act 2010

Your rights

You have a number of rights relating to your information e.g. to be able to see what we hold, to ask us to update incorrect or incomplete details, to object to or restrict processing of it, to make a complaint, etc.

If you would like a copy of some or all of your personal information, please email **tony.fletcher@uksmltd.co.uk** or write to us. Please see the data protection point of contact details above.

If at any point, you believe the information we process on you is incorrect you can request to see this information and have it corrected or deleted. If you wish to raise a complaint on how we have handled your personal data, you can contact us via email to have the matter investigated – **tony.fletcher@uksmltd.co.uk** by writing to the address above.

If you are not satisfied with our response or believe we are processing your personal data other than in accordance with the law, you can complain to the **Information Commissioner's Office**. You can find advice on the ICO's website [ico.org.uk/sar] and information on their powers and the action they can take [ico.org.uk/action] or call them on 0303 123 1113.

Cookies

Cookies are text files placed on your computer to collect standard internet log information and visitor behaviour information. This information is used to track visitor use of the website and to compile statistical reports on website activity.

Cookies cannot be used to reveal your identity or personally identifying information.

For further information visit **www.allaboutcookies.org**

You can set your browser to not accept cookies and the above website tells you how to remove cookies from your browser. However, in a few cases some of our website features may not function as a result.