



Privacy Policy

TMC Security Services Ltd. is a “data controller”. This means that we are required under data protection legislation to notify you of how we will process your personal data both during the contractual relationship and post termination. This notice will explain how we collect your personal data, its use, storage, transfer and security. We will also explain what rights you have in relation to how we process your personal data. It is important that you read this notice, together with any other privacy notice we may provide during your contractual agreement, so that you are aware of how and why we are processing your personal data. This notice does not form part of any contract of employment or other contract to provide services. We may update this notice at any time.

TMC Security Services Ltd are required by law to ensure that when processing any of your personal data that it is:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept in a form which permits you to be identified for only as long as necessary for the purposes we have told you about.
- Kept securely.

TMC Security Services Ltd collect, use and store:

- Your name, salutation, addresses, contact numbers, and personal email addresses.
- Date of birth.
- Gender.
- Next of kin and emergency contact information.
- National Insurance number.
- Bank account details and tax status information.
- Location of employment or workplace.
- Copy of driving licence.
- Recruitment information (including copies of right to work documentation, references and other information included in a CV or cover letter or as part of the application process).
- Employment records (including job titles, work history, working hours, training records and professional memberships).
- Performance information.
- Disciplinary and grievance information.
- CCTV footage and other information obtained through electronic means such as swipe card records.



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- Information about your use of our information and communications systems.
- Photographs.

TMC Security Services Ltd may also collect, store and use the following “special categories” of more sensitive personal information:

- Information about your health, including any medical condition, health and sickness records.
- Information about criminal convictions and offences.

TMC Security Services Ltd collect your personal data by a variety of means. At recruitment stage we have already collected data through the application process directly. We may sometimes collect additional information from third parties including former employers, credit reference agencies and personal references. Whilst you are working with us periodically, we may need to collect additional personal information from you not identified on the above list but before doing so we will provide you with a written notice setting out details of the purpose and the lawful basis of why we are collecting that data, its use, storage and your rights.

For the most part we will use your personal data for one of the following lawful bases:

- a) Where we need to perform the ‘contract’, we have entered into with you.
- b) Where we need to comply with a legal obligation. There are other rare occasions where we may use your personal data, which are:
- c) Where we need to protect your interests (or someone else’s interests).
- d) For official purposes.

During your time and for a short period after the relationship has ended, TMC Security Services Ltd will use your personal information for specific purposes. The list below describes the purpose of our processing, the personal data involved (from clause 3 above) and the lawful basis for our processing (from clause 5 above):

Determining the terms on which you work for us.

Checking your right to work in the UK.

Conducting and managing reviews of performance and determining performance requirements.

Making decisions regarding promotions to include assessing qualifications for a particular role.

Gathering evidence for a possible disciplinary or gathering evidence in respect of an informal complaint or grievance.

Deciding for the termination of our working relationship.

Education, training and development requirements.

Dealing with legal disputes involving you or other workers and contractors, including accidents at work.



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Managing sickness absence, ascertaining your fitness to work.

Complying with health and safety obligations.

Monitoring use of our information and communication systems to ensure compliance with our internal procedures and prevention of security lapses and breach of data protection laws.

Gathering data analytics to assess retention and attrition rates.

Equal opportunities monitoring.

It's possible that some of the grounds for processing will overlap.

TMC Security Services Ltd will only ask you to provide information which we believe is necessary for the performance of the contractual relationship (for example bank account details to pay you). If you fail to provide certain information when requested, TMC Security Services Ltd may not be able to meet our contractual obligations to you or we may not be able to fulfil our legal obligations.

TMC Security Services Ltd will only use your personal data for the stated purposes, unless we consider that there is a need to use it for another reason and that reason is compatible with the original purpose. However, if we consider that it is necessary and reasonable to use your personal data for an unrelated purpose, we will notify you and explain the legal basis which allows us to do so.

There may be circumstances where TMC Security Services Ltd must process your personal data without your knowledge or consent, where this is required by law and in compliance with the above rules.

Any personal data which reveals your, ethnic origin, political opinions, religious and philosophical beliefs, trade union membership, genetic, biometric or health data, sex life and sexual orientations will be regarded as special categories of personal data. TMC Security Services Ltd will only use this data in the following ways:

- To ensure we meet our health and safety obligations towards you and other contractors related obligations we will use information about your physical or mental health or disability status to assess your capability to perform your role.
- Where it is needed in the public interest, for example for equal opportunity monitoring and reporting.

If TMC Security Services Ltd are using your personal sensitive data in accordance with our written policy to perform our legal obligations or exercise specific rights connected to your contract, in these circumstances we do not need your written consent to use sensitive personal data.

However, in limited circumstances, TMC Security Services Ltd may request your written consent to allow us to process your sensitive personal data. For example, your written consent will be required before TMC Security Services Ltd instruct a medical practitioner to prepare a medical report. If, it becomes necessary to request your consent to process your sensitive personal data, we will provide you with details of the information that we require and why we need it, so that you can decide whether you wish to provide your consent. It is not a condition of your contract with us that you must agree to any request for consent.



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TMC Security Services Ltd will only collect information about criminal convictions if it is appropriate given the nature of the role and duties you will perform and where we are legally entitled to do so.

We will use information about criminal convictions and offences in the following ways:

- To ascertain suitability to role

TMC Security Services Ltd are allowed to use your personal information in this way to carry out our obligations if requested by any statutory body.

TMC Security Services Ltd have in place policy and safeguards which we are required by law to maintain when processing this data.

It is our intention that you will not be subject to automated decision making which will have a significant impact on you unless we have a lawful reason for doing so and we have notified you.

TMC Security Services Ltd may also need to share your personal information with a regulator or to otherwise comply with the law. Third party service providers and data security. Third party service providers are only permitted to process your personal data in accordance with our specified instructions. They are also required to take appropriate measures to protect your privacy and personal information. TMC Security Services Ltd do not allow your information to be used by the third parties for its own purposes and business activities.

We do not transfer personal data outside the EEA.

TMC Security Services Ltd take your privacy and protection of data very seriously.

Consequently, we have put in place appropriate security measures to prevent unauthorised use of your personal data.

TMC Security Services Ltd will retain your personal data for as long as is necessary to fulfil the purposes for which it was collected for. When your relationship comes to an end with TMC Security Services Ltd we will either retain or securely destroy your personal data in accordance with our data retention policy or other applicable laws and regulations.

In order that we can ensure that the personal data we hold in relation to you is accurate, it is important that you keep us informed of any changes to that data.

Subject to legal limitations you have the right to:

- Request access to your data: You can ask us to provide a copy of the personal data we hold about you.
- Request corrections to be made to your data: If you think that your personal data is incomplete, inaccurate you can ask us to correct it.
- Request erasure of your data: If you consider there is no lawful basis for us to continue processing your data you can ask for that data to be deleted or removed.



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- Object to the processing of your data: If our lawful basis for processing your data relates to a legitimate business interest (or third-party interest) you can raise an objection to that interest. You can also object to us using your information for direct marketing purposes.
- Request that processing restrictions be put in place: If you believe that your information is being processed without a lawful reason or that the information is incorrect you can request that a freeze/restricting is placed on the processing of the information until your concerns are addressed.
- Request a transfer of your personal data: You can ask us to transfer your personal data to a third party.

You will not be expected to pay a fee to obtain your personal data unless we consider that your request for access to data is unfounded or excessive.

In these circumstances we may charge you a reasonable fee or refuse to comply with your request.

Whenever you make a request for access to personal data, we may request specific information to confirm your identity. This is usually done to ensure that we are releasing personal data to the correct person.

If we have asked for your written consent to obtain information, you have the right to withdraw your consent at any time. To withdraw your consent please contact Chilem Mustafa at:

admin@tmc-security.co.uk

or

07971902295.

Once we receive your notice of withdrawal, we will cease processing your data unless we have any other lawful basis on which to continue processing that data.

TMC Security Services Ltd reserve the right to amend or update this privacy notice at any time.

TMC Security Services Ltd will provide you with a new notice when we make any updates.