



SIS UK LTD

Security Installation Service

Privacy Notice

We are Security Installation & Service (UK) Ltd, a company incorporated in England and Wales with the registered number 05326041. Our registered office is at 6, Leyland Grove, Haslington, Crewe, Cheshire, CW1 5ZE.

We are committed to safeguarding your privacy. This policy - together with the Security Systems and Alarm Inspection Board, the SSAIB Rules and any other documents referred to on it - 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 the following carefully to understand our views and practices regarding your personal data and how we will treat it.

Security Installation & Service (UK) Ltd is a "Data Controller," which means that we are responsible for deciding how we hold and use personal information about you. We are required - under data protection legislation - to notify you of the information contained in this privacy notice.

The SSAIB Privacy Notice can be found at www.ssaib.org/page/privacy-policy---home-owner/

What information do we collect?

When you contact us by either our website, email or phone, we would collect your name, address, telephone number and email address so that we can prepare a quotation.

If we are lucky enough to install your security system, your details are used to produce a Specification and Certificate of Conformity by using the Installers Page of the SSAIB's website.

The SSAIB will hold this information to enable them to comply with statutory obligations.

How do we use your personal data?

We may use your personal data to:

- To prepare quotations and Specifications;
- To issue new and lost certificates;
- Comply with statutory and regulatory obligations;
- Deal with enquiries and complaints.

If we need to use your personal information for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.

SECURITY INSTALLATION & SERVICE (UK) LTD

6, Leyland Grove, Haslington, Crewe, Cheshire, CW1 5ZE

Tel: 01270 250740 Fax: 07970 944886 Mobile: 07850 394 972

Registered in England & Wales. Company Number 05326041. Registered office: 6, Leyland Grove, Haslington, Crewe, Cheshire, CW1 5ZE

Disclosing your personal data to others

We will not share your personal data with others, unless:

- we are under a duty to disclose or share your personal details to comply with any legal obligation.
- our business enters a joint venture with - or is sold to or merged with - another business. We may then share your personal details with our new business partners or owners.

Where we store your personal data

We store all your personal details on a computer and a hard copy in the filing cabinet.

How long do we keep your personal data for?

We only keep your personal data for as long as is necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting or reporting requirements.

To determine the appropriate retention period for personal data, we consider the amount, nature and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data - and whether we can achieve those purposes through other means - and the applicable legal requirements.

How secure is my data?

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

The only people with access to your personal information are employees of S I S (UK) Ltd

Your rights

Under certain circumstances, by law you have the right to:

- Request access to your personal information (commonly known as a “data subject access request”). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
- Request correction of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- Request erasure of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- Object to processing of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.
- Request the restriction of processing of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- Request the transfer of your personal information to another party.

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If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please write to us at 6, Leyland Grove, Haslington, Crewe, Cheshire, CW1 5ZE or email us at **anthonyseals70@yahoo.co.uk**

You will not have to pay a fee to access your personal information (or to exercise any of the other rights). However, we may charge a reasonable fee if your request for access is clearly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.

Your right to complain

If you have any problems with the way that we are handling your personal data, you should contact the Information Commissioner's Officer (ICO).

The ICO can be contacted by telephone on 0303 123 113
Monday to Friday, between 9am and 5pm - or by email at **casework@ico.org.uk**.
You can also visit the ICO's website by following this link: **<https://ico.org.uk>**

Changes to our privacy policy

We keep our privacy policy under regular review and any updates are posted on our site. This privacy policy was last updated on 22nd May 2018.

Data Controller

The data controller responsible for your personal data is Security Installation & Service (UK) Ltd (Company Number 05326041).

If you have any questions about this privacy notice or how we handle your personal information, please contact SIS (UK) Ltd on **01270 250 740**.