



## Privacy Notice

Arbus Ltd are committed to ongoing compliance with GDPR and, more importantly, the responsible and secure processing of the data we hold.

### **Reasons/purposes for processing information**

We process personal information to enable us to provide services as a construction company; promote and advertise our services; support and manage our employees and use CCTV systems for crime prevention.

### **Type/classes of information processed**

We process information relevant to the above reasons/purposes. This may include:

- personal details
- family details
- education and employment details
- financial details
- goods and services

We also process sensitive classes of information that may include:

- racial or ethnic origin
- religious or other beliefs
- trade union membership
- physical or mental health details
- offences and alleged offences
- criminal proceedings, sentences and outcomes
- visual images; personal appearance and behaviour

### **Who the information is processed about**

We process personal information about:

- customers, clients
- staff
- professional advisers and consultants
- suppliers
- service providers
- complainants
- enquirers
- individuals captured by CCTV
- offenders and suspected offenders

## Who the information may be shared with

We sometimes need to share the personal information we process with the individual themselves and also with other organisations. Where this is necessary we are required to comply with all aspects of the Data Protection Act (DPA). What follows is a description of the types of organisations we may need to share some of the personal information we process with for one or more reasons.

Where necessary or required we share information with:

- customers and clients
- family, associates or representatives of the person whose personal data we are processing
- staff
- suppliers
- current, past or prospective employers
- educators and examining bodies
- business associates
- enquirers and complainants
- financial organisations
- employment and recruitment agencies
- credit reference agencies
- debt collection and tracing agencies
- other companies in the same group
- central government
- police forces and security organisations

## CCTV for crime prevention

CCTV is used for maintaining the security of property and premises and for preventing and investigating crime, it may also be used to monitor staff when carrying out work duties. For these reasons, the information processed may include visual images, personal appearance and behaviours. This information may be about staff, customers and clients, offenders and suspected offenders, members of the public and those inside, entering or in the immediate vicinity of the area under surveillance. Where necessary or required this information is shared with the data subjects themselves, employees and agents, services providers, police forces, security organisations and persons making an enquiry.

## Transfers

It may sometimes be necessary to transfer personal information overseas. When this is needed information is only shared within the European Economic Area (EEA). Any transfers made will be in full compliance with all aspects of the data protection act.

Signed :



Name : Karl Petters

Position : Director

Signed :



Name : Lee Petters

Position : General Manager

Date Signed : 21/05/18

Review Date : 21/05/19