

11th January 2022

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Late review date: 11/01/22
Next review date: 13/01/23
Reviewed by: Richard Beresford



FIRE PROTECTION

Parallel House, 32 London Road
Guildford, Surrey GU1 2AB

Tel: 01483 440100
Fax: 01483 303604

Website: www.bkfp.co.uk
E-mail: enquiries@bkfp.co.uk

GDPR - PRIVACY NOTICE

1. Introduction

This privacy notice provides you with details of how we collect and process your personal data through your use of our site (bkfp.co.uk), dealing with us through contractual engagement or any information you may provide through our website when you purchase a product or service or sign up to our newsletter.

By providing us with your data, you warrant to us that you are over 16 years of age. B&K Fire Protection is the data controller and we are responsible for your personal data (referred to as “we”, “us” or “our” in this privacy notice).

Contact Details

Full name of legal entity: B&K Fire Protection Ltd (trading as B&K Fire Protection)

Email address: GDPR@bkfp.co.uk

Postal address: Parallel House, 32 London Road, Guildford, Surrey, GU1 2AB

Telephone number: 01483 440100

It is very important that the information we hold about you is accurate and up to date. Please let us know if at any time your personal information changes by emailing us at GDPR@bkfp.co.uk

2. Why have you been given this privacy notice?

B&K Fire Protection 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 contract 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 contract, 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.

3. What are our obligations to you in relation to how we process your personal data?

We 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.



B&K Fire Protection is a trading name of B&K Southern Fire Protection Ltd.
Registered Office: Parallel House, 32 London Road, Guildford GU1 2AB.
VAT No. 688 9226 68. Registration No. 3320709. UTR No. 8281721937.

- Kept securely.

4. What personal data will we may collect, use and store about you?

- Your name, addresses, contact numbers, and email addresses.
- Date of birth.
- Gender.
- Next of kin and emergency contact information.
- National Insurance number.
- Bank account details, payroll records and tax status information.
- Remuneration, and benefits information.
- Start date.
- Location of workplace.
- Copy of driving licence.
- Right to work documentation, references and other information included in a CV or cover letter or as part of the application process).
- Contract records (including work history, 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.
- Information about your use of our information and communications systems.
- Photographs.

We may also collect, store and use the following “special categories” of more sensitive personal information:

- Information about your race or ethnicity.
- Trade union membership.
- Information about your health, including any medical condition, health, sickness and accident records.
- Genetic information and biometric data.
- Information about criminal convictions and offences.

5. How do we collect your personal data?

We collect your personal data by a variety of means. At pre-contract stage we have already collected data through the application process [directly from you] OR via an agency OR background check provider. We may sometimes collect additional information from third parties including credit reference agencies.

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 (and if legally required to do 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.

6. How will we use your personal data?

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.
- c) Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests.

There are other rare occasions where we may use your personal data, which are:

- d) Where we need to protect your interests (or someone else's interests).
- e) Where it is needed in the public interest (or for official purposes).

7. When will we use your personal data?

During the period of your contract and for a short period after the relationship has ended, we 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.
- When making payments to you to also include any necessary tax and NI deductions.
- Administration related to the contract.
- Business management and work force planning, including accounting and auditing.
- Conducting and managing reviews of performance and determining performance requirements.
- Making decisions regarding remuneration, bonus, commission.
- 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.
- Making decisions about your continued engagement.
- Making arrangements 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.
- Ascertaining your fitness to work.
- Complying with health and safety obligations, completion of accident book and RIDDOR reporting.
- Prevention of fraud through CCTV monitoring.
- 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.
- Preventing malicious software distribution.
- Gathering data analytics to assess retention and attrition rates.
- Equal opportunities monitoring.
- It's possible that some of the grounds for processing will overlap.

8. Your failure to provide information

We 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) or our associated legal obligations (for example giving tax deduction information to HMRC). If you fail to provide certain information when requested we may not be able to meet our contractual obligations to you or we may not be able to fulfil our legal obligations.

9. What happens if we need to use your personal data for a new purpose?

We 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 we have to process your personal data without your knowledge or consent, where this is required by law and in compliance with the above rules.

10. How do we use your sensitive personal information data?

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. We will only use this data in the following ways:

- In order to comply with contractual and other laws when processing and managing situations connected with absences arising in relation to accidents at work.
- To ensure we meet our health and safety obligations towards you and other related obligations we will use information about your physical or mental health or disability status to assess your capability to perform your role and provide appropriate workplace adjustments.
- Where it is needed in the public interest, for example for equal opportunity monitoring and reporting.

There may be circumstances where we need to process this type of information for legal claims or to protect your interests (or someone else's) and you are not able capable of giving your consent or where the relevant information has already been made public.

11. Do we need your consent to use sensitive personal data?

If we 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, we may request your written consent to allow us to process your sensitive personal data. For example, your written consent will be required before we 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. Giving consent will always be a decision made by your freewill/choice.

12. Criminal convictions

For DBS Certification purposes, it may be that we will need to hold information about criminal convictions.

We 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 have in place policy and safeguards which we are required by law to maintain when processing this data.

13. Automated decision making

We do not envisage that any decisions will be taken about you using automated means, however we will notify you in writing if this position changes.

14. Will we share your personal data with third parties?

In order to meet our legal obligations connected with your contractual relationship it is necessary to share your personal information with certain third parties (see below). We also need to share your data when we have legitimate business reasons for doing so and also where it is necessary in order to perform your contract.

15. Which third party service providers will we share your personal data with?

The following third-party service providers process personal information about you for the following purposes:

- HMRC
- DBS Certification agencies
- Training providers

We may share your personal information with other third parties, for example in the context of the possible sale or restructuring of the business. We may also need to share your personal information with a regulator or to otherwise comply with the law.

16. 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. We do not allow your information to be used by the third parties for its own purposes and business activities.

17. Will we share your personal data with other entities within our business group?

As a consequence of the need to report on business performance, accounting, internal business transformations and IT activity, your personal data may be shared with other entities within the business group.

18. Will we transfer your personal data outside of the European Economic Area (EEA)?

We do not transfer personal data outside the EEA.

19. How do we ensure your personal data is secure?

We 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. Details of the measures which are in place can be obtained from our GDPR Manager at GDPR@bkfp.co.uk. We will notify you and any applicable regulator of any suspected unauthorised use of your personal data.

20. How long will we keep your personal data?

We will retain your personal data for as long as is necessary to fulfil the purposes for which it was collected for. Details of retention periods for specific purposes are available in our data retention policy which is available from our GDPR Manager at GDPR@bkfp.co.uk. When your contract comes to an end with our business we will either retain or securely destroy your personal data in accordance with our data retention policy or other applicable laws and regulations.

21. Your duty to inform us of any changes

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.

22. What rights do you have in respect of how we use your personal 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.
- **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.

If you wish to exercise any of the above rights please contact our GDPR Manager at GDPR@bkfp.co.uk.

23. Will I have to pay a fee?

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.

24. Confirmation of identity

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.

25. Right to withdraw your consent

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 our GDPR Manager at GDPR@bkfp.co.uk. 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.


26. Important information about this privacy notice

We reserve the right to amend or update this privacy notice at any time. The updated privacy notice will be available to download on our website www.bkfp.co.uk

27. How to make a complaint

To exercise all relevant rights, queries or complaints please in the first instance contact our GDPR Manager at GDPR@bkfp.co.uk. If this does not resolve your complaint to your satisfaction, you have the right to lodge a complaint with the [Information Commissioners Office](https://ico.org.uk/global/contact-us/email/) on 03031231113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF, England.

Signed on behalf of B&K fire Protection

A handwritten signature in black ink, enclosed in a dashed rectangular border. The signature appears to read 'Richard Beresford'.

Richard Beresford
Managing Director