

## **PRIVACY POLICY**

At Shield we take your privacy seriously and will only use the personal information you provide us with to:-

- pay for work that you have completed
- contact you regarding changes to your employment
- to keep you updated on changes to Company Schemes i.e. NEST Workplace Pension if applicable
- to keep you updated regarding changes in Government Legislation etc

Under no circumstances will your personal information be sold to or used by any other organisation.

### **The Data we hold about you**

- Your first name
- Any middle names
- Your last name
- Date of birth
- National Insurance Number
- Your address
- Your email address
- Your telephone number both landline and mobile
- Your Bank or Building Society details
- Who to be contacted in an emergency

### **Who we share your data with**

We will only share your personal information with trusted organisations when it is necessary for us to do so by law. These organisations include, but are not restricted to the organisations listed below:

- Department of Work & Pensions
- Inland Revenue
- Law Enforcement Agencies
- NEST Workplace Pension Scheme

### **How we store your data**

Your personal data will be stored electronically on our computer system and in paper based files in locked cabinets and will only be accessed by authorised users.

### Your rights under the GDPR

Under the GDPR you have the right to see what data we hold about you and why we hold this data. You also have the right to request us to make changes to this data or to delete them altogether (in which case you would receive no messages from us at all and for this reason we may refuse to delete your details, because we need to be in a position to inform you efficiently about different aspects of your employment in order to maintain it and keep you updated at all times).

### Changes to this Policy

You will be informed of any changes to this Privacy Policy and any changes will be published on our website from time to time. [www.shieldgroup.co.uk](http://www.shieldgroup.co.uk).

### Updating Information

Please inform us immediately of any changes to your personal information by contacting our Payroll/HR Department, [payroll-hr@shieldgroup.co.uk](mailto:payroll-hr@shieldgroup.co.uk).

### Subject Access requests

All individuals who are subject of personal data held by Shield Service Group Ltd are entitled to:

- Ask what information the company holds about them and why.
- Ask how to gain access to it.
- Be informed how to keep it up to date.
- Be informed how the company is meeting its data protection obligations.

If an individual contacts the company requesting this information, this is called a subject access request.

Subject access requests from individuals should be made by email, addressed to the HR/Payroll department at [payroll-hr@shieldgroup.co.uk](mailto:payroll-hr@shieldgroup.co.uk). The HR/Payroll department can supply a standard request form, although individuals do not have to use this.

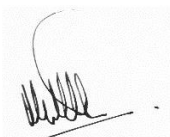
Individuals will be charged £10 per subject access request. The HR/Payroll department will aim to provide the relevant data within 14 days.

The HR/Payroll department will always verify the identity of anyone making a subject access request before handing over any information.

### Contact

If you have any questions about this Privacy Policy or our treatment of your personal information, please write to us by post to: Shield Service Group Ltd, Bourne House, 475 Godstone Road, Whyteleafe, Surrey, CR3 0BL or by email to: [office@shieldgroup.co.uk](mailto:office@shieldgroup.co.uk).

Signed:



Date: 1<sup>st</sup> May 2019

Malcolm Rose, Chief Executive Officer - On behalf of Shield Service Group Ltd