



PRIVACY POLICY

Address:

1 Victoria Square Birmingham
B1 1BD United Kingdom
Contact: 0203 9838555
Email: info@4ssg.co.uk
Web: <https://4ssg.co.uk/>

4SSG UK Limited collects and processes personal data relating to its customers. The organization is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

What information does the organization collect?

4SSG UK Limited collects the following data from its customers:

1. Name
2. Address
3. Phone Number
4. Passport / Visa Details
5. Email Address
6. Medical History
7. Emergency Contact
8. SIA / DBS Details
9. Previous Employment History
10. Bank Account Details

This data will be stored on our internal servers or hard copy in secure locations, password protected if relevant and backed up. Data will not be held longer than is necessary, and in line with our document control procedure.

Why does the organization process personal data?

4SSG UK Limited processes personal data to provide a Security Service, with the permission of the Employees.

Who has access to data?

1. Your information is shared with 4SSG UK Limited staff to enable the provision of a security service.
2. All staff employed by 4SSG UK Limited have undergone security screening in line with BS 7858.
3. Where necessary the organization will share your data with specific third parties, such as the emergency services, governing body or assessing body to enable the provision of a security service.
4. The organization may also share your data with third parties in the context of a sale of some or all of its business. In those circumstances the data will be subject to confidentiality arrangements.

4SSG UK Limited will not share your personal data with any other third party without your express permission.

How does the organization protect data?



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The organization takes the security of your data seriously. The organization has internal policies and controls in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by its employees in the performance of their duties.

For how long does the organization keep data?

Personal data, such as contact details, will be kept for the duration of the client contract plus a further 3 years, in line with our data retention procedure.

Any video recording will be retained for a minimum of **30 days**, after which it will only be retained if there is a requirement ie for court evidence

Your rights

As a data subject, you have a number of rights. You can:

1. Access and obtain a copy of your data on request.
2. Require the organization to change incorrect or incomplete data; and
3. Require the organization to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing.

Officer Declaration:

I have fully read and understand the **4SSG UK Limited** Privacy Policy and here by authorized **4SSG UK Limited** to use my details within their policy mentioned above.

Officer Name: _____

Officer Signature: _____

Date: _____