



1. Introduction

At King Safety & Security Ltd, we take your privacy seriously. We only collect and use personal data in ways that are lawful, transparent, and necessary for our work. This notice explains how we handle your personal data, your rights, and how we meet our obligations under UK GDPR and the Data Protection Act 2018.

2. Who We Are

King Safety & Security Ltd

Registered in England & Wales: Company No. 5974563

Registered Office: Office 9, Warlies Park House, Horseshoe Hill, Waltham Abbey, EN9 3SL

VAT No: GB 311313760

ICO Registration: ZA022642

3. What Personal Data We Collect

We may collect and store the following personal data (depending on your relationship with us):

- Full name, address, contact details.
- Job title, professional and licensing details (e.g. SIA licence).
- Identification documents (Right to Work, BPSS, BS7858).
- Employment and education history.
- Financial checks (e.g. CCJs, insolvency).
- Social media profiles (where relevant).
- CCTV or security footage (where applicable).

4. Why We Collect Your Data

We collect and process personal data for the following reasons:

- To fulfil contracts (employment, subcontracting, or services).
- To carry out necessary background checks (e.g. BS7858).
- To comply with legal obligations (e.g. right to work).
- To protect our clients, employees, contractors, and the public.
- To communicate with you about work, services, or opportunities.
- To send updates or marketing (with your consent).

5. Our Legal Basis for Processing

Under UK GDPR, we process your personal data based on:

- Contractual necessity - to enter into or perform a contract with you.
- Legal obligation - to comply with UK employment or security laws.
- Legitimate interest - to protect our clients and the public.
- Consent - for optional communications like marketing (you can withdraw anytime).
- Vital interests (e.g. in emergencies).

For special category data (e.g. criminal checks), we rely on:

- Substantial public interest - under the Data Protection Act 2018, Schedule 1, Part 6.
- Safeguarding obligations - when working with vulnerable individuals.

6. How Long We Keep Your Data

We only keep your data for as long as necessary. For example:

- Contractor records: kept for up to 6 years after last engagement (for legal reasons).
- ID and verification documents: kept for 2 years post-contract.
- Marketing contact data: removed after 3 years of inactivity or upon request.
- Financial and legal records: kept for 6-7 years to meet HMRC requirements.

7. How We Store and Protect Your Data

We store your personal data securely within the UK and EEA wherever possible. When we use service providers outside the EEA, we ensure they meet GDPR-level protections (e.g. through contracts, standard contractual clauses, or privacy certifications). We also use anonymisation or pseudonymisation where appropriate to reduce data risk.

We apply strong technical and organisational measures, including:

- Secure data storage
- Access controls
- Encrypted systems
- Annual reviews and audits
- Privacy by design in all new systems

8. Your Rights

Under data protection law, you have the following rights:

- Right to be informed about how we use your data.
- Right to access your data.
- Right to correct inaccurate or incomplete data.
- Right to erase your data ("right to be forgotten").
- Right to restrict or object to processing.
- Right to data portability.
- Rights relating to automated decisions (note: we do not use profiling).

You can contact us any time to exercise these rights using the details in Section 14.

9. Sharing Your Data

We may share your data with trusted third parties such as:

- Background check services (for BPSS/BS7858).
- Government bodies or law enforcement (if required by law).
- IT, payroll, or secure data hosting providers.

We only share the minimum necessary information and ensure all third parties meet our data protection standards.

We never sell or trade your personal data.

10. International Data Transfers

Where personal data is transferred outside the UK/EEA, we ensure:

- It goes to countries with an “adequacy decision” OR
- We use Standard Contractual Clauses or Binding Corporate Rules.
- We review suppliers annually for continued compliance.

11. Data Breaches

If a personal data breach occurs that could pose a risk to your rights or freedoms, we will:

- Notify the ICO within 72 hours.
- Inform you if the risk is high.
- Investigate the incident and take corrective action.

12. Subject Access Requests

You can request a copy of your personal data by emailing us. We aim to respond within one month. You can also use the Subject Access Request Form available on our website (optional, but helpful).

13. Changes to This Notice

We may update this notice to reflect legal changes or changes in our operations. The latest version will always be available on our website.

14. Contact Us

For any questions, data access requests, or complaints, contact:

Email: admin@ksands.co.uk

Tel: +44 (0) 203 916 5145

Address: Office 9, Warlies Park House, Upshire, Waltham Abbey, EN9 3SL

If you are unhappy with our response, you can complain to the Information Commissioner's Office (ICO) at www.ico.org.uk.

A handwritten signature in black ink, appearing to read 'Matthew Beer', positioned above the printed name.

Signed:

Matthew Beer

Director

Date: January 2025