

This notice tells you what to expect us to do with your personal information that you have provided us with, when you make contact with us or use one of our services.

## **How do we get information ?**

The personal information that we process, is provided to us directly by you, for one of the following reasons:

- You have made an enquiry to us.
- As a customer, you have provided us with your contact details.

## **Your data protection rights**

Under data protection law, you have rights we need to make you aware of. The rights available to you depend on our reason for processing your information.

- **Your right of access** – you have the right to ask us for copies of your personal information. This right always applies. There are some exemptions, which means you may not always receive all the information we process.
- **Your right to rectification** – you have the right to ask us to rectify information you think is inaccurate. You may also have the right to ask us to complete information which you think is incomplete. This right always applies.
- **Your right to erasure** – you have the right to ask us to erase your personal information in certain circumstances.
- **Your right to restriction of processing** – you have the right to ask us to restrict the processing of your information in certain circumstances.
- **Your right to object to processing** – you have the right to object to processing if we are able to process your information because the process forms part of our public task or is in our legitimate interests.

- **Your right to data portability** – this applies to information you have given us. You have the right to ask that we transfer the information you have given us from one organisation to another, or to give it to you. The right only applies if we are processing information based on your consent or under, or in talks about entering into a contract and the processing is automated.

You are not required to pay us for exercising your rights. We have 30 days in which to respond to your information request.

### **Sharing your information**

We will not share your personal information with any third parties for the purpose of direct marketing.

### **Changes to this privacy notice**

We keep our privacy notice under regular review to make sure it is up to date and accurate.

### **Controllers contact details**

Data Controller:	SECURITY KEYHOLDING LTD
Data Protection Officer:	Mr John Mayes
Data Registration Number:	Z6456767
Postal Address:	Barge Yard Riverside London SE7 7SS
Email:	john@securitykeyholding.com
Telephone:	0333 207 0880