

# GDPR Privacy Policy

This GDPR Privacy Policy describes the information that we gather, how we use and disclose such information, and the steps we take to protect such information. By being a client, including a potential or former client, of Safen Sure Ltd you accept the privacy practices described in this Policy.

## 1. Definitions

**“Client”** means a company currently using the services of Safe-N-Sure Ltd.

**“Former Client”** means a company or organisation who previously used the services of Safe-N-Sure Ltd.

**“Potential Client”** means a company or organisation who have requested a quotation for the services Safe-N-Sure Ltd deliver.

**“Personal Data”** means any information relating to an identified or identifiable person.

## 2. The information we collect

We collect different types of information from clients, including potential or former clients. The main personal data we collect is:

- Individual forename and surname details;
- company name;
- company address;
- job title;
- company e-mail address;
- company telephone numbers (including mobile phone number).

On some instances when carrying out our health and safety consultancy duties, we will collect, or have access to, *‘additional personal data’* as part of this process. These may include occupational health reports; risk assessments relating to those with limitations (medical, physical, sensory, learning or mental health); highly confidential data such as incident reports and witness statements following workplace incidents; insurance claims and associated reports; complaints from workers regarding health or safety workplace conditions; documentation provided for client safety accreditation applications or tender documents.

## 3. How we use the information we collect

We use the information that we collect in a variety of ways in providing our consultancy and advisory services and in operating our business. We will utilise the information to operate, maintain, enhance and provide all features of our health and safety consultancy and advisory business (including customer services and accounts purposes); to provide the services and information that you request to respond to safety related queries, comments and questions; and to provide support to users of our consultancy and advisory services.

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In circumstances in which we have access to 'additional person data' this will be utilised for the purpose in which the data was provided to us. This may include the following: incident or ill-health investigations, Enforcing Authority investigations, insurance company investigations, workplace health and safety related complaints, SSIP accreditation.

#### *4. To whom we disclose information*

We will pass personal data amongst our employees to fulfil our contract, client support and financial obligations. Except as described in this Policy, we will not intentionally disclose the Personal Data or Client Data that we collect or store to third parties without the consent of the Client, including a potential or former client.

We will disclose information to the following third parties -consultants and associates whom work on our behalf; associates who provide services the Client requires. Personal or client data may also be passed to third parties in the following circumstances: We may disclose Personal Data or other information if required to do so by law or in the good-faith belief that such action is necessary to comply with applicable laws, in response to a facially valid court order, judicial or other government warrant, or to otherwise cooperate with law enforcement or other governmental agencies (including the Health and Safety Executive, Environmental Health Officer or Fire Protection Service).

We also reserve the right to disclose Personal Data or other information that we believe, in good faith, is appropriate or necessary to (i) take precautions against liability, (ii) protect ourselves or others from fraudulent, abusive, or unlawful uses or activity, (iii) investigate and defend ourselves against any third-party claims or allegations, (iv) protect our property or other legal rights, enforce our contracts, or protect the rights, property, or safety of others.

#### *5. Data security*

We have implemented appropriate internal security procedures to protect the disclosure of personal data. Any breaches in our security will be resolved as soon as practicable.

#### *6. Personal data and individual's rights*

GDPR gives individuals whose personal data is held by Safen Sure Ltd specific rights to access and rectify personal data held about them. If you wish to access or amend the personal data we hold, or you wish for us to delete information we hold then contact us at Safe-N-Sure Ltd, Safety Lodge, 10 Emerald Grove, Kirkby-in-Ashfield, Nottinghamshire, NG17 7QJ. telephone: +44(0) 1623 722183; email - [enquires@safensure.co.uk](mailto:enquires@safensure.co.uk)

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### 7. Data Retention

We only retain the Personal Data collected for as long as we need it to fulfil the purposes for which we have initially collected it, or as necessary to comply with our legal obligations, and to comply with insurance requirements as follows:

- accounts information is retained for a period of 7 years in accordance with the taxation laws;
- non-safety related personal data is destroyed 6 months after termination of a contract;
- safety related personal data and client data is retained for a period of 7 years in line with our insurance providers requirements;
- specific safety related personal data and client data is retained for 40 years in line with the client's employer's liability insurance requirements.

A handwritten signature in black ink, appearing to be 'D. J. ...', is centered on the page.

Managing Director  
25<sup>th</sup> May 2018