

# Privacy Notice

B&E Security Systems Ltd holds and processes information or “data” relating to our clients. We need to do this in order to provide our services. Under Data protection Act 1998 and from 25th May 2018, the EU General Data Protection Regulation, we are legally responsible for the personal data we hold about you. This privacy notice is aimed at helping you understand how we collect and use your personal data.

We are committed to ensuring that your information is secure, accurate and relevant. To prevent unauthorised access or disclosure, we have implemented suitable procedures to safeguard and secure personal data we hold.

## How we collect information

We collect personal information about you and any other third party whose details you provide to us in a variety of ways through our normal business activities, both online and offline. This includes for example, when you place an order or purchase products or services or enter into agreements or communication with us.

The types of personal information we may process include:

- Contact details such as name, address, telephone numbers, email address, details that allow us to communicate with you, our customer. We also may hold third party details such as your key holder details.
- Transaction information with us, including purchases, enquires, customer account information, order and contract information and correspondence history, and information about how you use and interact with our websites.
- Visual recordings from closed circuit television systems.
- We may also collect data in relation to your built environment, environmental data for purposes of risk assessment.
- You may provide us with information for recruitment purposes, such as name, address, telephone numbers, email address, details of education and employment history, relationship information and information relating to fair employment and treatment order (NI1998).
- IT information such as IP address. In order to program remote access for CCTV systems.

## How we use your information

Our legal basis for collecting and using personal information will depend on the personal information concerned and the specific context in which we collect it. We may use it for the following reasons:

- To fulfil your order for product or services and related activities, such as delivery, customer service, account and billing management, support and training, product update and safety related notices, and to provide other services related to your purchase.
- Managing your ongoing relationship with us, including interacting with you, analyzing and improving the products and services we offer, informing you about our products or services.
- Ensuring the security of our websites, networks and systems and premises, as well as protecting us against fraud.
- Managing our everyday business needs, such as payment processing and financial account management, audits, quality assurance.
- For crime prevention and safety.

## Sharing your information

We take care to allow access to personal information only to those who require such access to perform their tasks and duties in relation to the provision of our services, and to third parties who have legitimate purpose for accessing it to support these purposes. Whenever we permit a third party to access personal information, we will implement appropriate measures to ensure the information is used in a manner consistent with this notice and that the security and confidentiality of the information is maintained.

We will not sell, lease or otherwise disclose your personal data to a third party unless otherwise stated such as below.

We may use third parties to provide or perform services and functions on our behalf. We may make personal information available to these third parties, to perform these services and functions. For example with our alarm receiving centre, PSNI for the purpose of gaining a unique reference number for your premises, or so that they can detect or prevent crime or prosecute offenders, NSI our regulatory body for the purpose of certification, credit reference and fraud prevention agencies, our agent dealing with legal proceedings, and government departments, in connection with the sale or assignment or other transfer of all or part of our business; or with your expressed consent.

Such parties are not permitted to use your personal data for other purposes and we require them to act consistently with this policy and to use appropriate security measures to protect your personal data.

### Transfer of personal information abroad

We may need to transfer personal information to countries other than the ones in which the information was originally collected. When we export your personal information to a different country, we will take steps to ensure that such data exports comply with applicable laws.

### Data Retention Periods

We will keep your personal information only for as long as is necessary for the purpose(s) for which it was collected, and in accordance with the applicable laws. Generally this means your personal information will be retained until the termination of your relationship with B&E Security Systems Ltd plus a reasonable period of time thereafter to respond to any inquires tor to deal with any legal or accounting matters.

### Your information and your rights

B&E Security Systems Ltd is registered with the Information Commissioner's Office (ICO) the independent authority which oversees compliance with regard to Data Protection.

You have the right to:

- Access the personal information we hold about you
- Amend any incomplete, inaccurate information we hold about you
- Erase from our system any information we hold about you
- Withdraw consent
- Lodge a complaint with a supervisory body should you believe we have not followed our privacy statement ([ico.org.uk](http://ico.org.uk))

We respond to all requested we receive from individuals wishing to exercise their data protection rights in accordance with applicable data protection. If you have any questions about this policy or information we hold on you please contact us at:

Data Protection Office at B&E Security Systems Ltd, 10 Oaklands Avenue, Portrush, Co. Antrim, BT56 8JP, by email to : [info@besecuritysystems.com](mailto:info@besecuritysystems.com) or by telephone 028 7082 4001.

### Consent and withdrawal of consent

By providing personal information to us, you understand and agree to the collection, processing, internal transfer and use of such information as set forth in this privacy notice. Where required by applicable law we will ask your explicit consent.

### Updates to this notice

We reserve the right to change, modify and update this Privacy Notice at any time. Please check periodically to ensure that you have reviewed the most current notice.

This Privacy Notice is effective as of: 23/05/2018