

## **General Data Protection Regulations “GDPR” Policy**

Data Protection Officer “DPO”: Daniel Gee

Information Commissioner's Office under registration reference: ZA329248

Registration Start date: 19 March 2018

Registration Expiry date: 18 March 2019

Link to Certificate. <https://ico.org.uk/ESDWebPages/Entry/ZA329248>

## **What you need to know and your rights**

### **Information we hold from you:**

From your initial application form your application form is encrypted and secured, stored on an EU server in Germany we and an encrypted notification is then sent to our email system with only authorised users of the TVSS management team have access to. Please see the JOTFORM GDPR policy and compliance. We hold the following information from you from information you have entered, on some forms GPS and IP Address information may be held. All forms are downloaded onto TVSS's local server and the data is inputted into the following formats spreadsheets, sage payroll and HMRC with authorised access, portfolios are stored as local secured folders with authorised access only telephone numbers may be stored on the company mobile phones.

From time to time we may need to share certain information with clients and training providers and organisations. This information would be. Name, address, date of birth, national insurance number SIA licence if you have one.

Some clients may ask for an addition police check of which you will be notified and asked for permission for.

### **Your Application Form:**

Full name, Address, Phone Number, National Insurance Number.

questions of if you either have or have not got a:

CSCS Card

Full Driving Licence

Criminal conviction and if yes explanation

**If you have ever and are you**

Lived outside of the UK for more than 6 months in the past 5 years

Worked for TVSS Previously

Are you authorised to work in the UK.

**Education Details:**

Name of school, address from and till, other education

**References**

Information you supplied for your references.

**CV**

The document you uploaded

**Security Qualifications**

SIA Licence Number, Expiry Date “if you have one”

**Emergency Contact Details**

Name of Emergency Contact, Phone Number and Relation

**Handbook on application form**

Confirmation of read and understood

**Document Uploads**

Passport/Birth Certificate, proof of immigration status if applicable, Proof of address, Copy of SIA Licence if applicable.

**Bank Details**

Name of bank, account holders name, sort code, account number, permission to use the account, would rather give details after further communication.

### **Confirmation**

Your full name date signed, After clicking submit we ascertain your IP address for protection against fraud and hackers and your application form is allocated with a unique ID.

### **Forms related to the application form with data you input:**

#### **Handbook**

Name, Email Address and date read and understood, After clicking submit we ascertain your IP address for protection against fraud and hackers and your application form is allocated with a unique ID.

#### **ID Uploads**

Name, Email Address Passport/Birth Certificate, proof of immigration status if applicable, Proof of address, Copy of SIA Licence if applicable. After clicking submit we ascertain your IP address for protection against fraud and hackers and your application form is allocated with a unique ID.

#### **Shift Availability**

Name, Email, Mobile Number and selected shifts. After clicking submit we ascertain your IP address for protection against fraud and hackers and your application form is allocated with a unique ID.

#### **Payslip link**

Please see SAGE's GDPR policy

#### **Bank Details**

Name of bank, account holders name, sort code, account number, permission to use the account, online signature. After clicking submit we ascertain your IP address for protection against fraud and hackers and your application form is allocated with a unique ID.

#### **Control Logs**

Name, email address, Date, Times, Name of Site, Forced GPS Location "for Security reasons" any incidents, your report any evidence you have uploaded. After clicking submit we ascertain your IP address for protection against fraud and hackers and your application form is allocated with a unique ID.

## Your Rights

You have the right to view YOUR personal data we hold of you. Once you have left TVSS Limited “no longer working for” you have the right for all of your information to be deleted within the law. We legally cannot delete information such as amount of money earned, payed, our company bank statements and payroll information.

## Contact Us Form

Name, contact number, email address and your message

After clicking submit we ascertain your IP address for protection against fraud and hackers and your application form is allocated with a unique ID.

## Call recordings landline

Our calls maybe recorded for security and quality purposes, these calls are recorded and stored on our telephone company server “Vonage” our mobile phones have the ability to record calls this is stored on the device with encryption.

## Our Website

Our website is secured with SSL certificates as long as you have HTTPS at the start of the site, if the green padlock or green secured is not showing on the address bar. Please redirect to <https://www.thamesvalleysecurityservices.co.uk>

Our website uses cookies, please view our site for more information right click the green secured or padlock to view cookies our webhost provider may hold.

## Emails

Emails are stored on our webhosting providers servers. Only authorised users of TVSS Management have access to this.

## Useful links

<https://ico.org.uk/>

<https://www.sage.com/en-gb/gdpr/>

<https://www.jotform.com/privacy/>

Managing Director

Daniel Gee



Date: 07/04/2018

