

DATA PROTECTION AND PRIVACY POLICY

NT Systems (hereinafter known as the Company) is committed to protecting and respecting your privacy. This Policy has been written in compliance with the General Data Protection Regulation (GDPR) and to explain when and why we collect personal information about people who are employees or our clients or potential clients, how the Company uses it, the conditions under which we may disclose it to others and how we keep it secure. We are registered with the Information Commissioners Office.

We may change this Policy from time to time so please check that you have the current version. If you are using our website, you are agreeing to be bound by this Policy. Any questions regarding this Policy and our privacy practices should be sent by email to security@ntsystems-uk.co.uk or by writing to us at Burton House, North Road, Kirkburton, Huddersfield HD8 ORL.

Who are we?

NT Systems is a NSI NACOSS Gold approved installation company with over 30 years' experience in the security industry. We cover various areas of security and provide a comprehensive service to all our clients. Our portfolio includes industrial, commercial and residential premises.

Intruder Alarms are installed to the current PD6662:2010, which is the UK implementation of EN50131 (European Standards), and BS8243:2010 for Monitored Alarm systems. We hold the ISO 9001 Quality Assured Standard. We are also a CAME Safe Company, Safecontractor Accredited Member, CHAS Accredited Contractor and have City and Guilds Qualified Engineers and are a member of the FSB.

What type of information is collected from you?

The personal information we collect is usually limited to name, address, email address, contact telephone number(s). In relation to our clients, this may also include keyholders for the systems.

How is this information used?

We may use this information to:-

- process an application for employment (including those required for Security Screening checks current at the time of application) and ongoing through employment such as pensions, personal taxation and the like;
- process enquiries and orders from our clients;
- carry out our obligations arising from any contracts entered into;
- dealing with system users and keyholders in relation to installed and maintained systems;
- notification of changes to our services;

DATA PROTECTION AND PRIVACY POLICY

- sending of information which has been requested and that may be of interest. This may include information about terms and conditions, system installations, maintenance, monitoring and the like.

We review our retention periods for personal information on a regular basis. We are legally required to hold some types of information to fulfil our statutory or regulatory obligations (for example Security Screening Records are retained for term of employment plus 10 years).

We will hold your personal information on our systems for the life of the contract plus a minimum of two years or as long as is set out in any relevant contract agreement.

Who has access to your information?

We will not sell or rent information to third parties other than the emergency services, or in the case of employees, for pensions, personal taxation and the like.

Legal disclosures

We may, in appropriate cases, voluntarily or where required by law, pass your data to the Police and similar organisations such as law enforcement agencies (including fraud prevention and detection) or other governmental agencies.

We will never share information with third parties for marketing purposes.

Third Party Service Providers working on our behalf: We may pass information to our third party service providers, agents subcontractors and other associated organisations for the purposes of completing tasks and providing services on our behalf. However, when we use third party service providers, we disclose only the personal information that is necessary to deliver the service and we have a contract in place that requires them to keep all information secure and not to use it for their own direct marketing purposes. Please be reassured that we will never release any information to third parties beyond the emergency services or approved subcontractors for them to use for their own direct marketing purposes in any circumstance unless we are required to do so by law, for example, by a court order or for the purposes of prosecution or prevention of crime.

Third Party Product Providers we work in association with: Due to the nature of our business, we work closely with the emergency services. The emergency services will only use such details to provide information and carry out their obligations arising from any contract entered into with us. However, we take steps to ensure that everyone's privacy rights continue to be protected.

DATA PROTECTION AND PRIVACY POLICY

Your choices

You will always have a choice about whether or not you wish to receive information from us. The Company does not undertake direct marketing.

How you can access and update your information

The accuracy of your information is important to us. If you change email address, or any of the other information we hold is inaccurate or out of date, please email us at:

security@ntsystems-uk.co.uk or reception@ntsystems-uk.co.uk

or by writing to us at Burton House, North Road, Kirkburton, Huddersfield HD8 0RL.

You have the right to ask for a copy of the information the Company holds about you (we may charge £10 for information requests) to cover our costs in providing you with details of the information we hold about you. In certain circumstances, such as where the data is no longer necessary for the purposes for which it was collected, you have a right to require us to erase all personal data held about you.

Note: There are a number of exemptions to this right, for example in relation to freedom of expression and compliance with legal obligations.

Security precautions in place to protect the loss, misuse or alteration of your information

When you give us your personal or company information we make our best effort to ensure its security on our IT systems (soft copy information) or held securely in our offices (hard copy information). We will keep and control documented information in order to ensure it is available when needed. It will be protected from improper use, loss integrity and kept confidential.

Information kept on the computer is accessed by authorised staff only. Access to printed information is by authorised staff or under the approval of the partners on an individual basis. All disposal arrangements are by shredding after the elapsed retention period.

Each authorised staff member having access to secure/sensitive information have individual passwords. If these are lost the password is changed by a partner.

Non-sensitive details (your email address etc.) are transmitted normally over the Internet, and this can never be guaranteed to be 100% secure. As a result, while we strive to protect your personal information, we cannot guarantee the security of any information you transmit to us, and you do so at your own risk.

Profiling

We do not analyse your personal information to create a profile of your usage. We may make use of the information about you in order to provide you with information that directly affects you or in the case of system users, their system.

DATA PROTECTION AND PRIVACY POLICY

Use of 'cookies'

Like many other websites, the Company website does use cookies. We may collect information about your computer including, where available, your IP address, operating system and browser type. This is statistical data about our users' browsing actions and patterns, and does not identify any individual.

We may obtain information about your general internet usage by using a cookie file which is stored on the hard drive of your computer. Cookies contain information that is transferred to your computer's hard drive. They help us to improve our site and to deliver a better and more personalised service. They enable us to:-

- estimate our audience size and usage pattern
- store information about your preferences, and so allow us to customise our site according to your individual interests
- speed up your searches
- recognise you when you return to our site

You may refuse to accept cookies by activating the setting on your browser. However, if you select this setting you may be unable to access certain parts of our site. Unless you have adjusted your browser setting so that it will refuse cookies, our system will issue cookies when you log on to our site.

Links to other websites

Our website may contain links to other websites run by other organisations. This privacy policy applies only to our website, so we encourage you to read the privacy statements on the other websites you visit. We cannot be responsible for the privacy policies and practices of other sites even if you access these using links from our website. In addition, if you linked to our website from a third-party site, we cannot be responsible for the privacy policies and practices of the owners and operators of that third party site and recommend that you check the policy of that third party site.

18 or Under

We are concerned to protect the privacy of children aged 18 or under (although under the GDPR this is currently the under 16s). If you are aged 18 or under, please get your parent/guardian's permission whenever you provide us with personal information.

Transferring your information outside of Europe

As part of any application for employment or the services offered to you, the information which you provide to us may be transferred to countries outside the European Union ("EU").

DATA PROTECTION AND PRIVACY POLICY

These countries may not have similar data protection laws to the UK. By submitting your personal data, you are agreeing to this transfer, storing or processing. If we transfer your information outside of the EU in this way, we will take steps to ensure that appropriate security measures are taken with the aim of ensuring that your privacy rights continue to be protected as outlined in this Policy.

If you access our services while you are outside the EU, your information may be transferred outside the EU in order to provide you with those services.

Website recording

At the time of publication of this Policy, our website does not use any website recording service. Should this change then this Policy will be updated to reflect this change.

Your Rights Under Data Protection Legislation

You have various rights under data protection legislation:-

(a) your right to access information held about you. Your right of access can be exercised in accordance with the Act. Any access request may be subject to a fee of £10 to meet our costs in providing you with details of the information we hold about you.

(b) your right to correct any errors in the information we hold about you, and to change and correct any details you have already given us. Please inform us about any changes to your details so that we can keep our records accurate and up to date.

(c) We do not process data for marketing purposes at this time, however it is your right to ask us not to process your personal data for marketing purposes in the future. We will usually inform you (before collecting your data) if we intend to use your data for such purposes or if we intend to disclose your information to any third party for such purposes. You can exercise your right to prevent such processing by checking certain boxes on the forms we use to collect your data. You can also exercise the right at any time by writing to us at security@ntsystems-uk.co.uk or by writing to us at:-
Burton House, North Road, Kirkburton, Huddersfield HD8 0RL

Review of this Policy

We keep this Policy under regular review. This Policy was last updated in June 2018.