

TEMCOUK PRIVACY NOTICE

INTRODUCTION

TemcoUK Facilities Services Ltd ('Temco' 'we' 'us' or 'our') are a company registered in England and Wales under company number 604097. Its head office is at 6-7 Windsor Street, Uxbridge, Middlesex, UB8 1AB and telephone number 01895 520 370. Please mark any correspondence for the Data Protection Manager. Our email address is info@temco-services.co.uk (please include "Personal Data Request" in your subject heading to ensure it receives the correct attention).

Temco gather and process your personal information as a data controller in accordance with this privacy notice and in compliance with the General Data Protection Regulation (GDPR). This notice explains how, why and when we collect and process your personal data and provides you with the necessary information regarding your rights and obligations.

INFORMATION THAT WE COLLECT, STORE, SHARE AND USE

Temco processes your personal information to meet our legal, statutory and contractual obligations and to provide you with our products and services. We do not collect any unnecessary personal data from you and do not process your information in any way, other than already specified in this notice.

We collect, store, share and use the personal information about you set out in the table in the Schedule at the end of this Privacy Notice.

YOUR RIGHTS

You have the right to access any personal information that Temco processes about you and to request information about:

- What personal data we hold about you
- The purposes of the processing
- The categories of personal data concerned
- The recipients to whom the personal data has/will be disclosed
- How long we intend to store your personal data for
- If we did not collect the data directly from you, information about the source

If you believe that we hold any incomplete or inaccurate data about you, you have the right to ask us to correct and/or complete the information and we will strive to update/correct it as quickly as possible; unless there is a valid reason for not doing so, at which point you will be notified.

You also have the right to request erasure of your personal data or to restrict processing in accordance with data protection laws, as well as to object to any direct marketing from us and to be informed about any automated decision-making that we use.

If we receive a request from you to exercise any of the above rights, we may ask you to verify your identity before acting on the relevant request; this is to ensure that your data is protected and kept secure.

SAFEGUARDING MEASURES

Temco takes your privacy seriously and we have put in place measures to protect the security of your information from being accidentally lost, used or accessed in an unauthorized way, altered or disclosed. Details of these measures are available in our Information Security Policy.

CONSEQUENCES OF NOT PROVIDING YOUR DATA

You are not obliged to provide your personal information to Temco. However, as this information is required for us to provide you with our services, we will not be able to offer some/all of our products or services without it.

HOW LONG WE KEEP YOUR DATA

Temco retains personal information for as long as is necessary to fulfil the purposes we collected it for. Details of retention periods are set out in our Data Retention and Erasure Policy.

INTERNATIONAL TRANSFERS

We do not intend to transfer personal data relating to you to a country which is outside the European Economic Area. However, we will notify you in writing if this position changes.

LOGGING A COMPLAINT

Temco only processes your personal information in compliance with this privacy notice and in accordance with the relevant data protection laws. If, however you wish to raise a complaint regarding the processing of your personal data or are unsatisfied with how we have handled your information, you have the right to lodge a complaint with the UK's supervisory authority, the Information Commissioner's Office. Please see further information on their website: <http://ico.org.uk/>

SCHEDULE

1. Our Staff

See separate Privacy Notice for our members of staff.

2. Job Applicants

What we collect	Source	Purpose	Legal basis	Recipients
Contact Information				
Name	Individual	For contacting individuals where we need to do so	Our legitimate interest in processing such information in the recruitment process	UK regulatory and law enforcement bodies, where required of us under UK law or regulation
Home and work addresses	Recruitment agency			
Landline/mobile phone or fax numbers		For obtaining/verifying evidence of identity		Our auditors
Email addresses				
Employment information & interests				
Position/Title	Individual	For assessing their suitability for the role	Our legitimate interest in processing such information during the recruitment process	Our auditors
Employment history and CV	Recruitment agency			
References from previous employers	Previous employers			Recruitment agency to communicate offer details (if any)
Education and qualifications				
Date of birth				
Professional and personal interests				
ID document information				
Information contained in or provided to us as part of our recruitment process. This includes details included in copy personal photo	Individual	Obtaining/verifying evidence of identity	Our legitimate interest in processing such information in the course of their prospective employment	Our bank
	Recruitment agency	To confirm that the individual is entitled to work in the UK		
				Government bodies (such as HMRC)
				UK regulatory and law enforcement bodies, where required of us

What we collect	Source	Purpose	Legal basis	Recipients
and residential ID documents we receive Visa documentation (right to work in the UK)			Compliance with a legal obligation	under UK law or regulation (for example the Home Office) Our service providers (such as our ID check agency, payroll, audit and criminal records checks)

3. Client Staff

What we collect	Source	Purpose	Legal basis	Recipients
Contact & employment information (work)				
Name	Individual	For contacting individuals where we need to do so as part of providing our service and to establish a client relationship	Legitimate interests of our client in us providing our services	Our client
Work address	Our client			Other service providers of our client
Landline/mobile phone or fax numbers	Other parties involved in providing the service, including e.g. during a TUPE transfer.		Our legitimate interest in providing and marketing our services	Our sub-contractors
Email addresses		For marketing our services, in person, or via communications		
Position/Title				
Qualifications		For communications in relation obtaining evidence of identity of our client, and communications regarding our service and fees	Compliance with a legal obligation	UK regulatory and law enforcement bodies, where required of us under UK law or regulation Our auditors
Interests				
Professional and personal interests	Individual	For establishing a client relationship and marketing our services, in person,	Our legitimate interest in providing and marketing our services	None

		or via communications		
--	--	-----------------------	--	--

4. Contacts (Non-clients)

What we collect	Source	Purpose	Legal basis	Recipients
Contact Information / Employment information				
Name	Individual	For marketing our services, in person, or via communications	Our legitimate interest marketing our services	We will not pass on or sell your details to any third party except: <ul style="list-style-type: none"> As part of the arrangements for any event for which you have expressed an interest in attending Where you are a supplier of goods or services, and we are asked to recommend such a supplier to a third party
Position/Title in company the individual works for	Our clients			
Preferred contact address	Other service providers			
Landline/mobile phone or fax numbers	Sub-contractors			
Email addresses	Websites			
	Word of mouth			
	Online platforms eg LinkedIn, Twitter			
	Industry events / Trade shows etc			
Interests				
Professional and personal interests	Individual	For establishing a relationship and marketing our services, in person, or via communications	Our legitimate interest in marketing our services	None

5. Supplier Staff

What we collect	Source	Purpose	Legal basis	Recipients
Contact & employment information (work)				
Name	Individual	For contacting individuals in relation to goods or services	Performance of contract with the supplier	Our client
Work address	Individual's employer or contracting			The supplier

Landline/mobile phone or fax numbers	organisation (our Supplier)	For providing references and recommendations about the individual	Our legitimate interest in requesting, purchasing or administering contracts for the supply of goods or services	Other service providers of our client
Email addresses				
			The legitimate interests of the individual as a member of staff of the supplier	Our bank and our accountants
				Our auditors

6. Sub-Contractor Staff

What we collect	Source	Purpose	Legal basis	Recipients
Contact & employment information (work)				
Name	Individual	For contacting individuals in relation to sub-contracted services	Performance of contract with the sub-contractor	Our client
Work address	Individual's employer or contracting organisation (our Sub-contractor)	For providing references and recommendations about the individual	Our legitimate interest in requesting, purchasing or administering contracts for the sub-contracted services	The sub-contractor
Landline/mobile phone or fax numbers				Other sub-contractors for the relevant client site
Email addresses				Our bank and our accountants
Title				Our auditors
Professional Qualifications				Potential clients (tenders and bids)
			The legitimate interests of the individual as a member of staff of the sub-contractor	