



Onetek Security Ltd Privacy Policy

Introduction

This document refers to personal data, concerning any living person who will be called the Data Subject.

The General Data Protection Regulation (GDPR) seeks to protect and enhance the rights of data subjects. These rights cover the safeguarding of personal data, protection against the unlawful processing of personal data and the unrestricted movement of personal data within the EU.

Onetek Security Ltd is pleased to provide the following Privacy Notice:

Personal Data

Onetek Security Ltd uses the information collected from you to provide quotations, make telephone contact and to email you marketing information which we believe may be of interest to you and your business. In you making initial contact you consent to Onetek Security Ltd maintaining a marketing dialogue with you until you either opt out (which you can do at any stage) or we decide to desist in promoting our services. When working as a data processor, Onetek Security Ltd will work hard to ensure it is fully GDPR compliant.

Some personal data may be collected about you from the forms and surveys you complete, from records of our correspondence and phone calls and details of your visits to our websites, including but not limited to personally identifying information like Internet Protocol (IP) addresses. Onetek Security Ltd may from time to time use such information to identify its visitors. Onetek Security Ltd may also collect statistics about the behaviour of visitors to its websites.

Onetek Security Ltd website use cookies, which are a string of information that a website stores on a visitor's computer, and that the visitor's browser provides to the website each time the visitor returns. We use cookies to help identify and track visitors and their websites access preferences. Onetek Security Ltd websites visitors who do not wish to have cookies placed on their computers, should set their browsers to refuse cookies before using Onetek Security Ltd website.

Any information Onetek Security Ltd holds about you and your business encompasses all the details we hold about you and any sales transactions including any third-party information we have obtained about you from public sources and our own suppliers such as credit referencing agencies.

Onetek Security Ltd will only collect the information needed so that it can provide you with marketing and consulting services, we not sell or broker your data.

Legal Basis for Holding/Processing Data

To meet Onetek Security Ltd contractual obligations to clients and to also respond to marketing enquiries.

Onetek Security's Requirement for Holding Data

Data will be held for the purposes of providing the services which entities all subsidiaries owned, controlled, or operated by Onetek Security Ltd has agreed to supply.

By contracting with Onetek Security Ltd, you acknowledge that your personal data will be used in accordance with this Policy.



Disclosure

Onetek Security Ltd may on occasion pass your Personal Information to third parties exclusively to process work on its behalf. Onetek Security Ltd requires these parties to agree to process this information based on our instructions and requirements consistent with this Privacy Notice and GDPR. Onetek Security Ltd do not broker or pass on information gained from your engagement with them without your consent. However, Onetek Security Ltd may disclose your Personal Information to meet legal obligations, regulations or valid governmental request. Onetek Security Ltd may also enforce its Terms and Conditions, including investigating potential violations of its Terms and Conditions to detect, prevent or mitigate fraud or security or technical issues; or to protect against imminent harm to the rights, property or safety of Onetek Security Ltd, its clients and/or the wider community.

Retention

Onetek Security Ltd will process personal data during the duration of any contract and will continue to store only the personal data needed for five years after the contract has expired to meet any legal obligations. After five years any personal data not needed will be deleted.

Data Storage

Data is held in England using different and multiple servers. Onetek Security Ltd does not store personal data outside the EEA

Your Rights

At any point whilst Onetek Security Ltd is in possession of or processing your personal data, all data subjects have the following rights:

- Right of access – you have the right to request a copy of the information that we hold about you.
- Right of rectification – you have a right to correct data that we hold about you that is inaccurate or incomplete.
- Right to be forgotten – in certain circumstances you can ask for the data we hold about you to be erased from our records.
- Right to restriction of processing – where certain conditions apply you have a right to restrict the processing.
- Right of portability – you have the right to have the data we hold about you transferred to another organisation.
- Right to object – you have the right to object to certain types of processing such as direct marketing.
- Right to object to automated processing, including profiling – you also have the right not to be subject to the legal effects of automated processing or profiling.

In the event that Onetek Security Ltd refuses your request under rights of access, we will provide you with a reason as to why, which you have the right to legally challenge.

Onetek Security Ltd at your request can confirm what information it holds about you and how it is processed.



Your Right to Request

- Identity and the contact details of the person or organisation (Onetek Security Ltd) that has determined how and why to process your data.
- Contact details of the data protection officer, where applicable.
- The purpose of the processing as well as the legal basis for processing.
- If the processing is based on the legitimate interests of Onetek Security Ltd or a third party such as one of its clients, information about those interests.
- The categories of personal data collected, stored and processed.
- Recipient(s) or categories of recipients that the data is/will be disclosed to.
- How long the data will be stored.
- Details of your rights to correct, erase, restrict or object to such processing.
- Information about your right to withdraw consent at any time.
- How to lodge a complaint with the supervisory authority (Data Protection Regulator).
- Whether the provision of personal data is a statutory or contractual requirement, or a requirement necessary to enter into a contract, as well as whether you are obliged to provide the personal data and the possible consequences of failing to provide such data.
- The source of personal data if it wasn't collected directly from you.
- Any details and information of automated decision making, such as profiling, and any meaningful information about the logic involved, as well as the significance and expected consequences of such processing.

Access Requirements

Onetek Security Ltd will accept the following forms of ID when information on your personal data is requested: a copy of your national ID card, driving license, passport, birth certificate and a utility bill not older than three months. A minimum of one piece of photographic ID listed above and a supporting document is required. If Onetek Security Ltd is dissatisfied with the quality, further information may be sought before personal data can be released.

All requests should be made by in writing to us at Onetek Security Ltd, Unit 42 The Tangent Business Hub, Weighbridge Lane, Shirebrook, Mansfield, Notts, NG20 8RX. 01623 749742

If we cannot resolve your concerns, you may report a concern to the Information Commissioner at ico.org.uk/concerns or telephone (0303) 123 1113 for further information about your rights.