

GDPR Privacy Statement, HE Woolley Ltd

We are HE Woolley Ltd, (Company Number 04043385). Our registered office is at 1a Startforth Road, Middlesbrough TS2 1PT.

We are committed to safeguarding your privacy. This policy - together with some policy documents - sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it.

HE Woolley Ltd is a "Data Controller," which means that we are responsible for deciding how we hold and use personal information about you. We are required - under data protection legislation - to notify you of the information contained in this privacy notice.

The member of staff responsible for data protection is myself, Harry Wilmot. I can be contacted on the office at the details at the bottom of these pages.

These processes are monitored and audited through our ISO9000 accreditation process.

When a member of staff leaves HE Woolley Ltd we remove their access to the secure server and different computer systems.

We may share some personal details with third party auditors (SSAIB, BSI) as part of our necessary compliance checks, and with the Police or insurance companies if requested to do so as part of legal investigations.

We do not share any personal information with any overseas organisations or third parties for marketing purposes.



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Reg 4043385



What personal data do we hold and where does it come from ?

What information ?	Where from ?	What for ?	How Long do we hold it ?	Where do we keep it ?	Who has access to this ?
Your name and address, telephone numbers	Details are provided by the customer	Attendance to site, invoicing	Until you cancel your commercial arrangements	On our secure computer system In secure paper storage for tax purposes	Office, technical staff
Bank Details	Details are provided by the customer	Direct Debit payments	Until you cancel your commercial arrangements	On our secure computer system	Financial team members
Staff details including all personnel records	Details provided from the member of staff	Paying wages, HR (Human Resource) management	Bank details are kept until the member of staff leaves the company. HR Records are kept for 50 years for legal reasons.	On our secure computer system In secure storage	MD, HR personnel
Staff DBS Information	Details provided from the member of staff	Customers such as schools, nursing homes	HR Records are kept for 50 years for legal reasons.	On our secure computer system In secure storage	MD, HR personnel Approved customers
CCTV Images from our site	From our CCTV camera installation	Security purposes	The images are automatically over recorded every 30 days	In a password protected DVR located in our offices	Police, top management
Keyholder Names and Telephone Numbers	Details are provided by the customer	For maintenance of the fire alarm and regulatory purposes	Until you cancel your commercial arrangements	On our secure computer system	Police, Insurance Company

We do not store any passwords, credit card details or alarm security codes anywhere in our systems.

What we do in the following events :

Breach in the Data Protection

Any breach in our system will be acted upon as soon as it is detected :

1. An Audit will be carried out to determine what data has been exposed and where / who to
2. All relevant persons will be contacted as soon as possible to advise them of the breach
3. Remedial actions will be taken to secure the data in the future

Requests for Personal Data to be Removed

All requests from individuals to remove their personal data will be acted upon as soon as possible :

1. The individual wishing to have their data removed should email us at info@he-woolley.co.uk and advise us of their request.
2. The data sources as described in the matrix above will be identified
3. The data will be destroyed and a record of the destroyed data kept except any information that is required for legal or compliance reasons.
4. The person will be advised what data has been destroyed

Periodic Destruction of Data

At least once a year (normally in December) there will be a destruction of data.

1. The data will be selected and identified
2. The data will be destroyed either physically through a shredder, or deleted on relevant software
3. The destruction record will be completed and kept for recording purposes

Requests for Personal Data to be Identified and the person Advised

All requests from individuals to identify and advise them of their personal data held by HE Woolley will be acted upon as soon as possible :

1. The data and its locations as described in the matrix above will be identified
2. The individual concerned will be contacted and a copy of the relevant data will be sent to them by whatever means are most appropriate
3. A record of the correspondence will be kept for future reference