



## Provide SESS Ltd Privacy Policy

Provide SESS Ltd throughout all business functions ensures that we adhere to GDPR Regulations 2018.

These principles require that personal information is:

- processed fairly and lawfully
- processed for one or more specified and lawful purposes, and not further processed in any way that is incompatible with the original purpose
- adequate, relevant and not excessive
- accurate and, where necessary, kept up to date
- kept for no longer than is necessary for the purpose for which it is being used
- processed in line with the rights of individuals
- kept secure with appropriate technical and organisational measures taken to protect the information
- not transferred outside the European Economic Area (the European Union member states plus Norway, Iceland and Liechtenstein) unless there is adequate protection for the personal information being transferred.

Provide SESS Ltd ensures that all documents and information received is handled correctly and lawfully adhering to the GDPR Regulations 2018 to include staff files, client information and marketing data.

Provide SESS Ltd ('Provide') respects your privacy and your rights to control your personal data. Our principle guidelines are simple: we will be clear about the data we collect and why; your data is protected by us; we do not, and will not, sell your data to third parties.

This Privacy Policy (the 'Policy') explains the personal information we collect from you, either directly or indirectly, and how we will use it. The Policy also covers the choices you can make about the data we collect, and how you can control these decisions. We also give more detail about:

- How we use personal information;
- Sharing and disclosure;
- How to access and control your personal information;
- Other important privacy information; and
- How to contact us regarding your information.



### **The personal information we collect**

As you gather more information about Provide, you may virtually or physically visit a site that we own. Examples include browsing our website, calling our in-house team or attending a Provide manned event. To learn more about our services, you may voluntarily provide personal information, such as your name and email address during these interactions.

### **How we use personal information**

Provide uses the data we collect to inform you of the services we offer. We also use the data to communicate with you, for example, informing you about your account, new products or services available, security and other types of updates.

### **Sharing and disclosure**

Provide does not, and will not, sell personal information about our customers. We only disclose your data as authorised in this Statement. We only share information with third parties for the purposes of delivering services you have contracted for. All such data processors are subject to a duty of care under Article 28 of the General Data Protection Regulation. We will share information as lawfully required with Government bodies such as HMRC and regulatory bodies such as the SIA.

### **How to access and control your personal information**

You can review, edit or delete your personal data by contacting us at [info@provide-security.com](mailto:info@provide-security.com)

### **Our policy towards children**

Provide does not target and is not intended to attract children. Provide does not knowingly solicit personal information from children or send them requests for personal information.

Although visitors of all ages may navigate through our website we do not intentionally collect personal information from those under the age of sixteen. If, following a notification by a parent or guardian, or discovery by other means, a child under sixteen has been improperly registered on this site by using false information, we will delete the child's personal information from our records.

### **Where we store and process personal data**



Personal data collected by Provide may be stored and processed in any country where Provide or its affiliates, subsidiaries or service providers maintain facilities

### **Our retention of personal data**

Provide retains personal data for as long as necessary to provide services and fulfil the transactions you have requested, or for other essential purposes such as complying with our legal obligations and resolving disputes and enforcing our agreements. Because these needs can vary for different data types in the context of different services, actual retention periods can vary significantly.

### **Changes to our Privacy Policy**

Provide may modify or update this Policy when necessary to reflect customer feedback and changes in our service; so, please review it regularly. When we update this Policy, we will revise the version number at the bottom of the Policy. If there are material changes to the Policy or in how we use your personal data, we will notify you either by posting a notice of such changes before they take effect or by directly sending you a notification. We encourage you to regularly review this Policy to learn more about how Provide is using and protecting your information. Your continued use of our services after any modification to this Policy will constitute your acceptance of such modification and updates.

### **How to contact us regarding your information**

If you have any questions about the use of your personal information, please send us an email to

[info@provide-security.com](mailto:info@provide-security.com)

Unless otherwise stated, Provide SESS Ltd is a data controller for personal data we collect through the services subject to this Statement. Our address is:

City Gate Business Centre, 95-107 Southampton Street, Reading, Berkshire RG1 2QU

A handwritten signature in black ink, appearing to read "Stuart Turnbull".

Stuart Turnbull  
**Managing Director**