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 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.

LODGING 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 bring a complaint. To do so, you can contact our Data Protection Manager at **info@temco-services.co.uk.** Or you can write to:

Data Protection Manager
TemcoUK Facility Services
6-7 Windsor Street
Uxbridge
Middlesex
UB8 1AB

For ease of the investigation, please kindly provide the following information:

- Full name
- Contact details (including email address)

- Description of your concerns

- Any supporting evidence

Without the above information, we may not be able to complete a full investigation or contact you for further information or with a response.

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

What we collect	Source	Purpose	Legal basis	Recipients
documents we receive Visa documentation (right to work in the UK)			Compliance with a legal obligation	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 Work address Landline/mobile phone or fax numbers Email addresses Position/Title Qualifications	Individual Our client Other parties involved in providing the service, including e.g. during a TUPE transfer.	For contacting individuals where we need to do so as part of providing our service and to establish a client relationship For marketing our services, in person, or via communications For communications in relation obtaining evidence of identity of our client, and communications regarding our service and fees	Legitimate interests of our client in us providing our services Our legitimate interest in providing and marketing our services Compliance with a legal obligation	Our client Other service providers of our client Our sub-contractors 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, or via communications	Our legitimate interest in providing and marketing our services	None

4. Contacts (Non-clients)

What we collect	Source	Purpose	Legal basis	Recipients
Contact Information / Employment information				
Name Position/Title in company the individual works for Preferred contact address Landline/mobile phone or fax numbers Email addresses	Individual Our clients Other service providers Sub-contractors Websites Word of mouth Online platforms eg LinkedIn, Twitter Industry events / Trade shows etc	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: • 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
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 Work address Landline/mobile phone or fax numbers Email addresses	Individual Individual's employer or contracting organisation (our Supplier)	For contacting individuals in relation to goods or services For providing references and recommendations	Performance of contract with the supplier Our legitimate interest in requesting, purchasing or administering	Our client The supplier Other service providers of our client

		about the individual	contracts for the supply of goods or services The legitimate interests of the individual as a member of staff of the supplier	Our sub-contractors Our bank and our accountants Our auditors

6. Sub-Contractor Staff

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

7. Visitors to Temco Head Office (Uxbridge)

What we collect	Source	Purpose	Legal basis	Recipients
Static or moving imagery	CCTV above front door of Head Office	Maintain the safety, security and efficiency of the office for company and its staff	Our legitimate interests in maintaining a safe, secure and efficient head office and in preventing and detecting crime	Head Office staff. Law enforcement authorities if required.