

Reference	POL30
Version	2
Issue Date	04/11/2024
Approved	MD



## PRIVACY NOTICE

### **1. Our Commitment**

Olympus Commercial Supplies Ltd, Trading as Maybank Security is committed to complying with the UK GDPR (General Data Protection Regulation 2018) and the Data Protection Act 2018. We are dedicated to protecting the rights and freedoms of individuals whose personal data we collect or generate as part of our business operations.

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### **2. Information About Us**

**Company:** Olympus Commercial Supplies Ltd, Trading as Maybank Security

**Address:** Office 3, Swan Park Business Centre, Kettlebrook Road, Tamworth B77 1AG

**Registered Company Number:** 03135837

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### **3. Scope of This Notice**

This Privacy Notice explains:

- How we collect, hold, and process personal data
- How we use that personal data
- Your rights under the law regarding your personal data

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### **4. What Is Personal Data?**

Personal data is any information that identifies you, directly or indirectly. Examples include:

- Name and contact details
- Identification numbers
- Electronic location data or online identifiers
- Less obvious information such as employment history or financial data

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### **5. Your Rights**

Under the UK GDPR, you have the following rights:

1. **Right to be informed** – You have the right to know how we use your personal data.
2. **Right of access** – You can request details of your personal data and a copy (see Part 10).
3. **Right to rectification** – Ask us to correct inaccurate or incomplete data.
4. **Right to erasure ('right to be forgotten')** – Ask us to delete your personal data.
5. **Right to restrict processing** – Prevent us from using your data in certain ways.

6. **Right to object** – Object to the use of your personal data for specific purposes.
7. **Right to data portability** – Request a copy of your data in a reusable format.
8. **Rights regarding automated decision-making and profiling** – We **do not use** your data in this way.

For questions or to exercise your rights, contact us using the details in Part 12.

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## 6. Personal Data We Collect

### **Employees:**

- Name, gender, address, NI number
- Contact details (email, phone)
- Job title and employment/education history
- Financial information (bank details)
- Medical information
- Identification verification
- Driving licence verification (if role requires driving)
- Professional memberships (e.g., SIA licence)
- Credit check results
- Criminal records check results

### **Job Applicants:**

- Name, address, email, telephone number

### **Successful Applicants (subject to vetting):**

- All employee data above

### **Customers:**

- Data needed to provide products/services, manage relationships, and communicate reports/publications

### **Suppliers:**

- Name, email, phone, and business contact information for service delivery, billing, and legal purposes

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## 7. How We Use Personal Data

We process personal data based on lawful grounds, including:

- Performance of a contract
- Your consent
- Legitimate business interests

Purposes include employment administration, service delivery, customer management, supplier management, billing, and legal compliance.

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## **8. Retention Periods**

- **Employees & workers:** 6 years after contract termination
- **Employment applicants:** 6 months after vacancy is filled

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## **9. Data Storage & Transfers**

- Data is stored only in the UK
- Fully protected under UK GDPR

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## **10. Sharing Personal Data**

We do not share your personal data with third parties, except where:

- Required by law (court orders, legal obligations, government instructions)
- Necessary to protect your rights or legal interests

Any sharing will be conducted securely and in accordance with the law.

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## **11. Accessing Your Personal Data**

You can make a subject access request to know what data we hold about you.

- Requests should be made in writing (email or post) to the contact in Part 12
- Normally no fee, unless requests are excessive or unfounded
- Response time: 1 month, extendable up to 3 months for complex requests

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## **12. Contact Information**

For questions about personal data, data protection, or to make a subject access request:

**Contact:** Danielle Wood

**Email:** danielle@maybankholdings.com

**Telephone:** 01942 895001

**Postal Address:** Suite 31 Astley Park Estate, Chaddock Lane, Astley, Manchester, M29 7JY

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## **14. Further Information**

You can contact the Information Commissioner's Office (ICO) or your local Citizens Advice Bureau for more information.

If you have concerns about our use of your personal data, you can lodge a complaint with the ICO.