EAGLE SECURITY
Protection Ltd

Privacy Policy

Eagle Security Protection Ltd
Issue Date: 13 November 2025 **Next Review:** 13 November 2026
Approved By: Sabia Kauser | Director

1 | Purpose

This Privacy Policy explains how Eagle Security Protection Ltd collects, uses, stores, and protects personal data.
We are committed to maintaining the confidentiality, integrity, and security of all personal information entrusted to us in accordance with the **UK General Data Protection Regulation (UK GDPR)** and the **Data Protection Act 2018**.

Our goal is to ensure that all personal data is handled lawfully, fairly, transparently, and with respect for individual rights.

2 | Scope

This policy applies to:

- All employees, applicants, subcontractors, and suppliers
- All clients, service users, and individuals whose data is processed by Eagle Security Protection Ltd
- All personal data collected through employment, recruitment, operations, website forms, email communication, or any other interaction with the company

It covers all locations, systems, and processes where personal information is collected or stored.

3 | Our Data Protection Principles

Eagle Security Protection Ltd complies with the UK GDPR principles, ensuring that personal data is:

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a. Lawfully, fairly, and transparently processed

We make sure individuals understand what data we collect and why.

b. Collected for specified, explicit, and legitimate purposes

We only collect data required for employment, contract performance, legal obligations, or legitimate business needs.

c. Adequate, relevant, and limited to what is necessary

We do not collect more personal information than we need.

d. Accurate and kept up to date

We take reasonable steps to correct or update personal data when notified.

e. Stored only for as long as necessary

Retention is based on legal, regulatory, or operational requirements.

f. Processed with integrity and confidentiality

We use appropriate security measures to prevent loss, misuse, unauthorised access, or disclosure.

g. Processed securely and protected at all times

Data is stored in secure systems compliant with ICO requirements.

4 | What Personal Data We Collect

We may collect the following categories of personal information:

- Name, address, and contact details
- Employment history, references, and qualifications
- Identification documents (passport, driving licence, proof of address)
- Right-to-work documentation

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- Financial information for payroll
- Training, vetting, and SIA licence records
- CCTV images (where applicable)
- Incident and report logs
- Communication records

We collect only what is necessary to fulfil employment, contractual, and legal requirements.

5 | How We Use Personal Data

Personal data may be used for:

- Recruitment, screening, and BS 7858 vetting
- Managing employment and payroll
- Operational deployment and scheduling
- Client reporting and contract compliance
- Security management and incident reporting
- Health & Safety obligations
- Maintaining training and competency records
- Legal, regulatory, or audit requirements

We do not sell personal data or use it for unrelated purposes.

6 | Legal Basis for Processing

We process personal data under the following lawful bases:

- **Contractual necessity** (employment or client contract)
- **Legal obligation** (e.g., right-to-work checks, HSE, HMRC, ICO requirements)
- **Legitimate interests** (security operations, performance monitoring)
- **Consent** (when explicitly requested and appropriate)

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7 | Data Security and Storage

We apply technical and organisational measures to protect data, including:

- Secure, access-controlled systems
- Encrypted storage solutions
- Document retention and destruction schedules
- Staff training on data protection
- Restrictions on data sharing and access
- Physical security controls at office locations

We regularly review and update these measures to maintain strong data protection.

8 | Retention of Personal Data

Personal data is retained only for as long as necessary to:

- Meet regulatory or legal requirements
- Provide contracted services
- Maintain accurate records of employment, vetting, or operational activity

After the retention period expires, data is securely deleted or destroyed.

9 | Data Sharing

We may share personal data with:

- Clients (when contractually required)
- HMRC, Home Office, Police, or regulatory authorities
- Approved subcontractors assisting service delivery
- External auditors (e.g., SIA ACS, Constructionline, SafeContractor)
- Payroll and HR service providers

We never share data unlawfully or without appropriate safeguards.

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10 | Individual Rights

Under UK GDPR, individuals have the right to:

- Access their personal data
- Request correction of inaccurate information
- Request deletion (where legally permitted)
- Object to certain forms of processing
- Request transfer of their data
- Withdraw consent (where applicable)

Requests can be submitted through the company's Data Protection Lead.

11 | Breach Reporting

Any suspected data breach must be reported immediately to management.
Where necessary, the company will notify the **Information Commissioner's Office (ICO)** within 72 hours and inform affected individuals as required by law.

12 | Monitoring and Continuous Improvement

We regularly review:

- Data protection procedures
- Training effectiveness
- Security measures
- Compliance with legislation and ICO guidance

Improvements are implemented as part of our continuous compliance programme.

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13 | Policy Review and Distribution

This policy is reviewed annually or when required due to legislative or operational changes.
Controlled copies are stored in the company's compliance register.
Uncontrolled copies are for reference only.

Signed for and on behalf of Eagle Security Protection Ltd

SABIA KAUSER
Director | Eagle Security Protection Ltd

Document Control

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3.0	13 Nov 2025	Data Protection Lead	Director	13 Nov 2026	Controlled

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