



## **DATA PROTECTION PRIVACY NOTICE (CLIENTS/SUPPLIERS)**

This notice explains what personal information we hold about you, how we collect it, and how we use and may share information about you. We are required to notify you of this information under data protection legislation.

### **Who collects the information**

LTC Group87 Ltd and its subsidiary companies LTC Specialist Scaffolding Ltd, LTC Powered Access Ltd and LTC Training Services Ltd are “data controllers” and gathers and uses certain information about you.

### **Data protection principles**

We will comply with the data protection principles when gathering and using personal information, as set out in our data protection policy.

### **The information we collect and hold**

We may collect the following information.

- Your name, contact details (address, home and mobile phone numbers, email address) and emergency contacts (name, relationship and home and mobile phone numbers);
- Details of bank/building society, National Insurance and your age;
- Details of your spouse/partner and any dependants;
- Your nationality and immigration status and information from related documents, such as your passport or other identification and immigration information;
- A copy of your driving licence
- Information on grievances raised by or involving you;
- Details of your time and attendance records;
- Details of your use of business-related social media;
- Photographs or videos or digital imaging.
- Trade/Training body registration numbers

Some of the categories listed may not apply to you.

### **Why we collect the information and how we use it**

We will typically collect and use this information for the following purposes:

- for the performance of a contract with you, or to take steps to enter into a contract;
- for compliance with a legal obligation (our obligations to you under health and safety law); and
- for the purposes of our legitimate interests or those of a third party, but only if these are not overridden by your interests, rights or freedoms.

We seek to ensure that our information collection and processing is always proportionate. We will notify you of any material changes to information we collect or to the purposes for which we collect and process it.



## How we collect the information

We may collect this information from you and/or your employer, third parties we engage such as consultants and other professionals we may use to advise us generally and/or in relation to any grievance, automated monitoring of our websites and other technical systems, such as our computer networks and connections, CCTV and access control systems, communications systems, remote access systems, trading platforms, email and instant messaging systems, intranet and Internet facilities, telephones, voicemail, mobile phone records.

## How we may share the information

We may also need to share some of the above categories of personal information with other parties, such as external contractors, governing bodies, training organisations and our professional advisers and with potential purchasers of some or all of our business or on a restructuring. Usually, information will be made anonymous, but this may not always be possible. The recipient of the information will be bound by confidentiality obligations. We may also be required to share some personal information as required to comply with the law.

## Where information may be held

Information may be held at our offices and those of our group companies, and third party agencies, service providers, representatives and agents as described above.

## How long we keep your information

We keep your information for no longer than is necessary for the purposes for which the personal information is processed.

## Your rights to correct and access your information and to ask for it to be erased

Please contact the Company Secretary if (in accordance with applicable law) you would like to correct or request access to information that we hold relating to you or if you have any questions about this notice. You also have the right to ask us for some but not all of the information we hold and process to be erased (known as the “right to be forgotten”) in certain circumstances. We will provide you with further information about the right to be forgotten, if you ask for it.

## Keeping your personal information secure

We have appropriate security measures in place to prevent personal information from being accidentally lost or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

## How to complain

We hope that our Company Secretary can resolve any query or concern you raise about our use of your information. If not, contact the Information Commissioner at [ico.org.uk/concerns/](http://ico.org.uk/concerns/) or telephone: 0303 123 1113 for further information about your rights and how to make a formal complaint.