

## Trusol Limited - Privacy Notice

**To all staff, customers, suppliers, partners, sub-contractors and prospective customers**

This Privacy Notice provides details of the personal data we collect from you, what we do with it, how you might access it, who it might be shared with and how long it is retained for.

### **Our Contact Information**

#### **Trusol Limited**

Unit 11 Mount Road,

Feltham

Middlesex,

TW13 6AR

03456 121222

Company Website: [www.trusol.com](http://www.trusol.com)

Company Email: [info@trusol.com](mailto:info@trusol.com)

## What we do with your personal data!

We process personal data only for the purposes for which it is collected.

These purposes include the provision of the services necessary to sustain the relationship, service delivery or contractual obligations between the Company, our employees, customers, suppliers, partners, subcontractors and prospective customers.

For our **employees** we retain and process personal data for the following purposes and periods, with the applicable legal basis:

Purpose	Legal basis	Retention period
Employee Records, payroll processing, HMRC, Pension and Security / DBS Processing, Insurance Policies, H&S, CITB, Training Courses, Marketing, Customers.	It is a legal requirement that we retain records and data for all employees.  We have the data subject's consent to securely hold this personal data through the contract of employment.	Term of employment and thereafter for 6 Years

We collect, encrypt and securely store on our Company Servers / Data Storage systems the following personal data for employees as part of our contractual employer responsibility:

- Full Current & Previous Names,
- Address,
- D.O.B,
- NI Number,
- Passport Number
- Contact Numbers,
- email addresses,
- Next of Kin Details,
- CV's
- Banking details,
- Pension Details,
- Social Services Details,
- Driving License Records,
- Security/Disclosure information,
- Photographic identification
- Childcare voucher scheme

For our **Customers** we retain personal data for the following purposes and periods, with the applicable legal basis:

Purpose	Legal basis	Retention period
Service Delivery, Invoicing, Quotations, Sales & Marketing.	We have the data subject's consent or Contract in place for Service delivery.	Contract Term and thereafter for 6 Years

We collect, encrypt and securely store on our Company Servers / Data Storage Systems the following data for customers for the purposes of service delivery, quoting, invoicing and marketing:

- Full Contact Names,
- Positions of designated personnel
- Customer Addresses (multi-site locations),
- Contact Numbers
- Email addresses
- Banking details
- Website URL

For our **Suppliers & Partners** we retain personal data for the following purposes and periods, with the applicable legal basis:

Purpose	Legal basis	Retention period
Order placing, service info requests, pricing requests, escalation, service quality & monitoring, payment of products or services.	We have the data subject's consent	Contract Term and thereafter for 6 Years

We collect, encrypt and securely store on our Company Servers / Data Storage System the following data for suppliers and partners for placing orders, requesting information, service quality & monitoring and payment:

- Full Contact Names,
- Positions or designated personnel.
- Addresses (multi-site locations),
- Contact Numbers,
- Email addresses,
- Website URL and Users Login info.
- Banking details,

For our **Subcontractors** we retain personal data for the following purposes and periods, with the applicable legal basis:

Purpose	Legal basis	Retention period
Subcontractor Records, payment transactions, Insurance cover, H&S, Training matrix, security levels.	It is a legal and operational (Quality, environmental and OH&S) requirement that we retain records and data for all subcontractors  We have the data subject's consent to securely hold this personal data through the contract term.	Term of contract engagement and thereafter for 6 Years

We collect, encrypt and securely store on our Company Servers / Data storage systems the following personal data which will be held for subcontractors for legal and operational purposes.

- Full Current Names
- Address
- D.O.B
- NI Number
- Contact Numbers
- Email addresses,
- Next of Kin Details
- CV's
- Banking details
- Driving License Records
- Security/Disclosure information
- Photographic identification
- Schedule of Sub-Contractor rates

For our **Prospective Customers** we retain personal data for the following purposes and periods, with the applicable legal basis:

Processing purpose	Legal basis	Retention period
Marketing	We have the data subject's consent to securely hold this personal data.	Ongoing until the date subject opts out or unsubscribes

We collect, encrypt and securely store on our Company Servers / Data Storage systems the following personal data which will be held for prospective customers for marketing purposes only.

- Full Contact Names
- Company Address
- Contact Numbers

FORM GDPR F2

W: [www.trusol.com](http://www.trusol.com) E: [info@trusol.com](mailto:info@trusol.com) P: 03456 121 222

- email addresses

Should we intend to use and of the personal data for *further* purpose, we will always ask your permission beforehand.

### Who might we share your personal data with?

We routinely share personal data with clients for security reasons, with HMRC, Social Services and other Government Agencies on a statutory basis and with previous and future employers as part of employment references.

We may share your data with financial agencies such as nominated, trusted Company Pension Groups. This data sharing normally underpins financial and contractual commitments between you and Trusol.

There may be instances where we need to share personal data with Police Enforcement Agencies or suppliers (such as a vehicle leasing suppliers) who request information on a driver of a Company vehicle which has committed a known and proven offence.

We do not share information with anyone without consent, unless the law and our policies allow us to do so.

We transfer personal data to the following organisations and agencies in the listed countries:

Organisation name	Type	Country
Now Pensions	Processor	UK
HMRC	Processor	UK
SAGE	Controller	UK
CLICK	Controller	UK
Vehicle Leasing Companies	Processor	UK
DVLA	Processor	UK
Atlantic Data (DBS)	Processor	UK
Joint Industry Board (JIB)	Processor	UK
CITB (For CSCS)	Processor	UK
Eden Red	Processor	UK
Banks	Processor	UK
Social Services	Processor	UK
Child Support Agency (C.S.A)	Processor	UK
Customers	Controller	International

## How do we look after personal data?

We limit the amount of personal data collected to only what is fit for the purpose as described above.

We restrict, secure and control all of our information assets against unauthorised access, damage, loss or destruction; whether physical or electronic.

We retain personal data only for as long as is described above or for longer if required by law. If we retain your personal data for historical or statistical purposes we ensure that the personal data cannot be used further.

While in our possession, together with your assistance, we try to maintain the accuracy of your personal data.

## How can you access your personal data?

You have the right to request access to information about your personal data that we hold.

**To make a request for your personal data, or to be given access to your employment records, you may make a request via email to [legal@trusol.com](mailto:legal@trusol.com).**

You have the right to:

- object to the processing of personal data that is likely to cause, or is causing damage or distress
- prevent processing for the purposes of direct marketing
- object to decisions taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed
- claim compensation for damages caused by a breach of data protection regulations

## Our Supervisory Authority

You have the right to lodge a complaint with any Supervisory Authority.  
United Kingdom, Water Lane, Wycliffe House, Wilmslow – Cheshire SK9 5AF  
[International.team@ico.org.uk](mailto:International.team@ico.org.uk) +44 1625 545 745 [www.ico.org.uk](http://www.ico.org.uk)

Information Commissioner's Office: Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF  
Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number  
Fax: 01625 524 510

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