



TALCON SECURITY SERVICES LIMITED

**PROTECTING WHAT MATTERS MOST
YOUR ASSETS, PEOPLE AND PROPERTY**

PRIVACY POLICY

EDITED AND REVIEWED ON 29 JULY 2024, BY
UMER SADIQ, DIRECTOR OF TALCON SECURITY SERVICES





Introduction

This privacy policy sets out how Talcon Security Services Ltd uses and protects any information that you give us when you use our website, our services or apply to become a member of our team.

At Talcon Security Services, we are committed to protecting the privacy and security of personal data. This privacy policy explains how we collect, use, and protect personal data in accordance with the General Data Protection Regulation (GDPR) and [the Data Protection Act 2018](#).

We may change or update our policy from time to time. We advise you keep up to date by checking this page from time to time to ensure that you are happy with any changes.

Personal Data We Collect

We may collect the following personal data:

- **Contact information** (name, email, phone number, address)
- **Identification documents** (passport, driving license, SIA License or BRP)
- **Security-related information** (security clearances, convictions)
- **Employee/Potential employee data** (for recruitment and HR purposes)
- **Bank account details** (for payment to employees and charges to clients)

We may collect these in a variety of ways, including, but not limited to, when you visit our site, fill out a form, respond to a survey, or in connection with other activities, services, features or resources we make available. Or in the form of quotes, contracts, brochures etc. You may also be asked for, as appropriate, name, email address, mailing address, phone number. You may, however, visit our Site anonymously in which case you may voluntarily submit such information to us. You can always refuse to supply personally identification information, except that it may prevent you from engaging in certain Talcon Security related services.

Website Cookies

Our website may also use “cookies” to enhance User experience. User’s web browser places cookies on their hard drive for record-keeping purposes and sometimes to track information about them. You can choose to set your web browser to refuse cookies, or to alert you when cookies are being sent. If they do so, note that some parts of the Site may not function properly.

How We Use Personal Data

We only require the relevant details stated above to be captured if you choose to contact us and we use personal data for the following purposes:

- **Providing Security Services:** We use personal data to design and implement security measures tailored to individual client requirements.
- **Managing Client Relationships:** Personal data helps us maintain detailed records of our interactions and agreements with clients to enhance service quality.





- **To Personalize User Experience:** We analyse personal data to offer personalized experiences and relevant content on our platforms.
- **To Improve Our Website:** We utilize personal data to understand user behaviour and preferences, optimizing our website's functionality and user interface.
- **Recruitment and HR:** Personal data is used in our recruitment and HR processes to evaluate candidates and manage employee records.
- **Marketing and Business Development:** We use personal data to tailor marketing campaigns and identify potential business opportunities.
- **Compliance with Legal Obligations:** Personal data is processed to ensure compliance with legal and regulatory requirements, protecting both our clients and our organization.

Data Protection Principles

We adopt appropriate data collection, storage and processing practices and security measures to protect against unauthorized access, alteration, disclosure or destruction of your personal information, username, password, transaction information and data stored on our Site.

We adhere to the following data protection principles:

- **Lawfulness, Fairness, and Transparency:** We process personal data legally and ethically, ensuring transparency in how data is collected and used.
- **Purpose Limitation:** Personal data is collected for specified, explicit, and legitimate purposes and not further processed in a manner incompatible with those purposes.
- **Data Minimization:** We collect only the personal data that is necessary and relevant for the intended purposes.
- **Accuracy:** We ensure that personal data is accurate and, where necessary, kept up to date, correcting any inaccuracies promptly.
- **Storage Limitation:** Personal data is retained only for as long as necessary to fulfil the purposes for which it was collected, in accordance with legal and regulatory requirements.
- **Integrity and Confidentiality:** We implement appropriate security measures to protect personal data against unauthorized access, alteration, or destruction.
- **Accountability:** We take responsibility for complying with data protection principles and can demonstrate our compliance through policies, procedures, and regular audits.

Data Sharing

At Talcon do not sell, trade, or rent Users personal identification information to others. We will not share generic aggregated demographic information not linked to any personal identification information regarding visitors and users with our business partners, trusted affiliates and advertisers for the purposes outlined above, and in some cases we may share relevant information details with an authorised third party where a lawful cause/reason exists.

We may share personal data with the following where it is beneficial for our client only:

- **Subcontractors and Partners:** We share personal data with subcontractors and partners who assist in delivering our services, ensuring they adhere to strict data protection standards.
- **Law Enforcement Agencies:** Personal data may be shared with law enforcement agencies when required by law or to protect the safety and security of individuals or property.





- **Regulatory Bodies:** We provide personal data to regulatory bodies as necessary to comply with legal and regulatory obligations.
- **Third-Party Service Providers:** We may personal data with third-party service providers who support our operations, ensuring they maintain confidentiality and security for our clients.

Data Security

As a data subject, you are entitled to exercise the following rights regarding your personal data:

- **Right to Access:** You have the right to request and obtain a copy of your personal data that we hold, along with information about how and why we are processing it.
- **Right to Rectification:** If your personal data is inaccurate or incomplete, you have the right to request corrections or updates.
- **Right to Erasure:** You can request the deletion of your personal data when it is no longer necessary for the purposes for which it was collected, or if you withdraw your consent, among other reasons.
- **Right to Restriction of Processing:** You can request the limitation of the processing of your personal data under certain circumstances, such as if you contest the accuracy of the data or object to its processing.
- **Right to Data Portability:** You have the right to request the transfer of your personal data to another organization or directly to you, in a structured, commonly used, and machine-readable format, where technically feasible.
- **Right to Object:** You can object to the processing of your personal data for specific purposes, such as direct marketing, or if you believe that processing is not being conducted in accordance with data protection laws.

These rights are designed to give you more control over your personal data and to ensure that your privacy is respected and protected. If you wish to exercise any of these rights, please contact us through the provided channels, and we will respond promptly to your requests in accordance with applicable data protection laws.

Acceptance of terms

By using our Site, and/or providing individual details you signify your acceptance of this policy. If you do not agree to this policy, please do not use our Site. Your continued use of the Site following the posting of changes to this policy will be deemed your acceptance of those changes. Should you wish to opt out or request your details be removed from our records please contact us by emailing us at contact@talcon-services.co.uk or by writing to us at:

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Mailbox 48
39-40 Alison Crescent
Sheffield
S2 1AS





Contact Us

If you have any questions about this Privacy Policy, the practices of this site, or your dealings with this site, please contact us in writing or by email at one of the above addresses. We may update this privacy policy from time to time. Please check this page regularly for changes.

External links

You may find advertising or other content on our Site that link to the sites and services of our partners, suppliers, advertisers, sponsors, licensors, other third parties and social media links. We also use a number of external web services to display content within our web pages. However, once you have used these links to leave our site, you should note that we do not control the content or links that appear on those sites and are not responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by our (this) privacy statement.

You should exercise caution and look at their own privacy policies and customer service policies where applicable to the website in question as these sites or services, including their content and links, may be constantly changing. Browsing and interaction on any other website, including websites which have a link to our Site, is subject to that website's own terms and policies.

