



OHMS FIRE & SECURITY LTD

15H Wintersells Road, Byfleet, Surrey, KT14 7LF

Ohms Fire and Security Ltd ('the company' or 'Ohms') Privacy Policy for Suppliers, Customers and Clients ('the data subject')

Ohms is a data processor and conducts its duties in line with the General Data Protection Regulation (2018) and all UK data protection laws (such as the Data Protection Act). Part of our commitment as part of this is to provide transparency on our essential processing of your data.

Topics covered in this notice are:

- What data do we collect?
- How do we collect your data?
- How do we use your data?
- How will we store your data?
- Where do we share your data?
- What are your data protection rights?
- Changes to our privacy policy
- Cookies/Website
- How to contact us
- How to contact the appropriate authority

What data do we collect?

Ohms collect the following data on individuals and companies in order to carry out our tasks defined in the contract between Ohms and you, the supplier, customer or client:

- Name(s)
- Address(s)
- Telephone Number(s)
- Email Address(es)
- Financial details
- Signatures
- Details of job

How do we collect your data?

You directly provide Ohms with your data – we use no third-party sources. We collect and process your data when you:

- Make communication with us (by paper/post, telephone, email, instant messaging services)
- Communicate with us in person.

How do we use your data?

We use your data for you to or for us to fulfill your/our contractual obligations with Ohms. We also will use your data in order to set up a contract between yourselves and Ohms in order for us to carry out contractual obligations.

How will we store your data?

Ohms uses a mixture of both physical and digital security methods (such as secured premises and password protection) to store your data locally and with approved cloud suppliers.

Typically, information is retained for the duration of any contractual relationship, or for as long as the information is required for other legitimate business purposes such as resolving disputes, complying with our legal obligations and





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enforcing our agreements, or as permitted by applicable. Ohms does not store data unnecessarily. We determine our retention periods in accordance with legal and operational requirements.

Once the personal data is no longer necessary for the purpose which we originally collected or processed it for, it will be securely destroyed in compliance with GDPR. Digital information will be securely deleted by our IT specialist on our behalf, to ensure total and secure deletion of information. You have a right to request for your data to be deleted in certain circumstances, please send your request in writing to info@ohmsfireandsecurity.co.uk or via the 'contact us' page on our website.

Ohms uses Microsoft as it's approved cloud data storage and processing provider.

Where do we share your data?

Ohms will only share your data where it is absolutely necessary to in order to carry out any contractual obligations. We will only share the minimum amount of data that is required to carry out those duties and all data shared is processed in line with OHMS procedures.

We may share the following information:

- Name(s)
- Address(s)
- Telephone Number(s)
- Email Address(es)
- Financial details
- Signatures
- Details of job

With approved suppliers such as:

- Suppliers of equipment
- Contracted workers, drivers or driver's mates

What are your data protection rights?

Under the Data Protection legislation, data subjects have the following rights with regards to their personal information:

- the right to be informed about the collection and the use of their personal data
- the right to access personal data and supplementary information
- the right to have inaccurate personal data rectified, or completed if it is incomplete
- the right to erasure (to be forgotten) in certain circumstances
- the right to restrict processing in certain circumstances
- the right to data portability, which allows the data subject to obtain and reuse their personal data for their own purposes across different services
- the right to object to processing in certain circumstances
- rights in relation to automated decision making and profiling
- the right to withdraw consent at any time (where relevant)
- the right to complain to the Information Commissioner

If you make request to Ohms regarding your data, we have one month (30 days) to respond to you. See the How to Contact Us section for contact details.





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Cookies/Website

Please refer to our Website Privacy Policy for further details

Changes to our Privacy Policy

This policy was last updated in July 2023.

How to Contact Us

If you have any questions regarding the processing of your data, please contact us by emailing info@ohmsfireandsecurity.co.uk

How to contact the appropriate authority

Should you wish to report a complaint or you feel Ohms has not address your concern in a satisfactory manner, you may contact the Information Commissioner's Office via telephone: 0303 123 1113

