
Privacy Notice

General Data Protection Regulation (GDPR)

This Privacy Notice has been written to inform participants of Elite Security NI about what we do with your personal information.

Changes to this Privacy Notice

Elite Security NI may amend this Privacy Notice from time to time. If we make any substantial changes in the way we use your personal information we will make that information available by amending this notice.

Who are we?

Elite Security NI, for the purposes of the Data Protection Act 1998 and as defined by Article 4 (7) of GDPR, are registered as a 'data controller' for personal data processed by Elite Security NI and other third parties contracted to process data for Elite Security NI. This means that we determine the purposes for which, and the manner in which, your personal data is processed. We have a responsibility to you and your personal data and will only collect and use this in ways which are compliant with data protection legislation.

Elite Security NI Data Protection registration can be viewed on the [Information Commissioner's website](#).

Elite Security NI has appointed a Data Protection Officer (DPO). The role of the DPO is to ensure that the organisation is compliant with GDPR and to oversee data protection procedures. The DPOs contact details are:

Data Protection Officer
Elite Security NI
Unit 7
Station Road
Armagh
BT61 7NP
BM@elitesecurityni.com

Why do we process information?

Elite Security NI process personal information to enable us to provide a voluntary service for the benefit of the public in a particular geographical area as specified in our constitution; administer membership records; to fundraise and promote the interests of the charity; manage our employees and volunteers; maintain our own accounts and records.

What information do we collect?

Elite Security NI generally collects data on behalf of a funding authority in order to meet our contractual obligations. The categories of information that we collect, hold and share include the following:

- personal information e.g. name, DOB, address and safeguarding information
- All information associated with being an employee of Elite Security NI
- financial details
- education and employment details
- accreditations, licence details and Statutory registration information

We may also process sensitive classes of information including as part of equal opportunity monitoring:

- physical or mental health details
- racial or ethnic origin
- religious or other beliefs

Much of the information we process will be obtained directly from you. We will also process information received from:

- Local statutory authorities including the PSNI, Access NI, etc.
- Security vetting companies & agencies, SIA and associated companies.

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. When we do process this additional information we will ensure that we ask for your consent to process this.

The information is collected and processed in accordance with Article 6(e) and Article 9(2)(g) of GDPR as part of the official authority vested in us as Data Controller and for reasons of substantial public interest.

Sharing data

Elite Security NI does not share data with a third parties, however where the sharing of information is necessary it is undertaken under contract and is subject to a data sharing agreement, specifying the secure management of the data.

Data might also be shared with other bodies, for the purposes of those organisations fulfilling their own statutory purposes. Such sharing is undertaken using a standard data sharing agreement for specified legitimate and restricted purposes.

Where necessary or required we may also share information with:

- Elite Security NI's solicitor, associates or representatives of the person whose personal data we are processing
- employees
- business associates and professional advisers
- providers of goods and services
- local and central government

We will not share any information about you outside the organisation without your consent unless we have a lawful basis for doing so.

Security

The security of the Elite Security NI's systems which process and store data are regularly reviewed in accordance with legislative and funding requirements, and assessments and checks promoted by the Information Commissioner's Office. Data is securely deleted when it is no longer required for the purposes collected.

How long do we keep your personal data for?

Elite Security NI will keep your data in line with our Document Retention Policy. Most of the information we process about you will be retained as determined by statutory obligations. Any personal information which we are not required by law to retain will only be kept for as long as is necessary to fulfil our organisational needs.

What rights do you have over your data?

Under GDPR you have the following rights in relation to the processing of their personal data:

- to be informed about how we process your personal data. This notice fulfils this obligation
- to request access to your personal data that we hold, and be provided with a copy of it
- to request that your personal data is amended if inaccurate or incomplete
- to request that your personal data is erased where there is no compelling reason for its continued processing
- to request that the processing of your personal data is restricted
- to object to your personal data being processed

If you have any concerns about the way we have handled your personal data or would like any further information, then please contact our DPO on the address provided above.

If we cannot resolve your concerns you may also complain to the Information Commissioner's Office (the Data Protection Regulator) about the way in which the organisation has handled your personal data. You can do so by going to the ICO's website: <https://ico.org.uk/for-the-public/raising-concerns/>