

# Securatex Ltd — Privacy Notice (Data Protection & Privacy Statement)

## 1. Document control

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Owner: Managing Director (MD)

Approved by: Managing Director

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Distribution: Public (website); provided to clients on request

## 2. Who we are

This Privacy Notice explains how Securatex Ltd (“we”, “us”, “our”) collects and uses personal data.

Data Controller: Securatex Ltd

Registered office: 172 Stanley Green Road, Poole, Dorset, BH15 3AH

Email (privacy enquiries): [compliance@securatex.co.uk](mailto:compliance@securatex.co.uk)

Telephone: 07742157861

## 3. What personal data we collect

We may collect and process the following categories of personal data (as applicable to the relationship):

### 3.1 Website and enquiries

- Name, email address, phone number
- Enquiry content and any information you provide
- Technical data (e.g., IP address, device/browser type) where captured by website logs/analytics (if enabled)
- Cookie preferences (where applicable)

### 3.2 Clients and business contacts (B2B)

- Contact details and role information (name, email, phone, company)
- Contract and service delivery communications
- Invoicing and payment-related details (business contact data)

### 3.3 Service delivery, events and sites

Depending on the contract and operating environment, we may process:

- Incident reports and statements
- Access/attendance records where provided by the client or required operationally
- CCTV or body-worn video footage where the client/venue operates the system or where Securatex is required to handle footage as part of service delivery (if applicable)

Securatex Ltd is registered in England and Wales. Company No. 16819007.  
Registered Office: 172 Stanley Green Road, Poole, Dorset, England, BH15 3AH

### 3.4 Recruitment and vetting (where applicable)

If you apply to work with us, we may collect:

- CV/employment history and contact details
- Right to work/identity information
- Screening/vetting information (e.g., references)
- Criminality checks where lawful and appropriate to the role
- Training/licence information (e.g., SIA licence details where required)

### 3.5 Special category data

We aim to minimise the processing of special category data. However, it may be processed where necessary and lawful, for example:

- Health information (e.g., to support reasonable adjustments or incident reporting)
- Diversity monitoring (if collected, typically anonymised or aggregated)
- Incident records involving medical treatment or safeguarding issues

## 4. How we use your personal data (purposes)

We use personal data for purposes including:

- responding to enquiries and providing quotations;
- delivering contracted services and managing client relationships;
- safeguarding, incident management, and operational reporting;
- managing access control and safety/security arrangements where required;
- recruitment, screening and workforce management;
- complying with legal obligations (e.g., record keeping, regulatory requests);
- establishing, exercising or defending legal claims;
- improving our services and website (where analytics are enabled and lawful).

## 5. Lawful bases for processing (UK GDPR)

We process personal data under one or more of the following lawful bases:

- Contract: to take steps at your request before entering a contract and to perform a contract.
- Legitimate interests: for business administration, service delivery assurance, fraud prevention, security, and responding to enquiries—balanced against your rights and expectations.
- Legal obligation: where required to comply with legal requirements.
- Consent: where you have given clear consent (e.g., certain marketing or non-essential cookies).
- Vital interests: where necessary to protect life (rare).
- Legal claims: where necessary for establishing, exercising or defending legal claims.

Where we process special category data, we will also rely on an appropriate Article 9 condition (e.g., employment/social protection law, substantial public interest where applicable, legal claims, or explicit consent where appropriate).

## 6. Who we share personal data with

We may share personal data with:

- Clients/venues/organisers where necessary for service delivery and reporting
- Service providers (processors) who support our operations (e.g., website hosting, email services, document storage)
- Professional advisers (e.g., legal, accounting, insurance)
- Authorities and regulators where required by law or necessary for safety/security (e.g., police, courts)

We only share the minimum necessary and require appropriate confidentiality and security controls from processors.

Example processors (update to match your reality):

- Website hosting/provider: IONOS (hosting/email as applicable)
- Email services: IONOS (or other)
- Document storage: IONOS

## 7. International transfers

We aim to keep data within the UK. If any of our service providers transfer personal data outside the UK, we will ensure appropriate safeguards are in place (e.g., UK adequacy regulations or standard contractual clauses).

## 8. How long we keep personal data (retention)

We retain personal data only for as long as necessary for the purpose it was collected, including legal, contractual, and regulatory requirements.

Typical retention periods (adjust as needed):

- Enquiries and quotations: up to 12 months
- Client contract records and key communications: typically 6 years after contract end
- Incident reports: typically 6 years (longer if required by contract/legal claim)
- Recruitment records: up to 12 months after recruitment decision (unless employed)
- Employment records: in line with legal requirements and internal retention schedules

Where retention periods are extended due to legal claims or contractual obligations, data will be securely held and access restricted.

## 9. How we protect personal data (security)

We take appropriate technical and organisational measures to protect personal data, including:

- access controls and least-privilege access;
- secure storage arrangements and controlled document handling;
- staff confidentiality expectations;
- incident reporting and escalation arrangements;
- supplier due diligence proportionate to risk.

No method of transmission or storage is completely secure; however, we maintain controls appropriate to the nature of the data and the risks.

## 10. Your rights

Securatex Ltd is registered in England and Wales. Company No. 16819007.  
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Under UK GDPR, you have rights including:

- access to your personal data;
- rectification of inaccurate data;
- erasure (in certain circumstances);
- restriction of processing;
- data portability (where applicable);
- objection to processing (particularly where based on legitimate interests or direct marketing);
- withdrawal of consent (where processing is based on consent).

To exercise your rights, contact: [compliance@securatex.co.uk](mailto:compliance@securatex.co.uk).

## 11. Marketing

We will only send direct marketing where lawful. You can opt out at any time using the unsubscribe mechanism provided (where applicable) or by contacting [compliance@securatex.co.uk](mailto:compliance@securatex.co.uk).

## 12. Cookies and website analytics

Our website may use cookies and similar technologies. Where required, non-essential cookies and analytics will only be used with your consent.

For details, see our Cookie settings/banner on the website (and any cookie notice if you choose to publish one).

## 13. Complaints

If you have concerns about how we handle your personal data, please contact us first so we can address it.

You also have the right to lodge a complaint with the Information Commissioner's Office (ICO).

## 14. Changes to this Privacy Notice

We may update this Privacy Notice periodically. The current version will be available via our website.

## 15. Approval

Approved by: James Adams

Name: Managing Director

Signature: \_\_\_\_\_

Date: 07/02/2026