



Policy/Procedure

GDPR Privacy Policy

Document number:	QSD109
Document owner:	HR
Date created:	11/01/2023
Date reviewed:	
Version number:	2.0

PRIVACY NOTICE

Introduction

UK GDPR is the UK General Data Protection Regulation. It is a UK law which came into effect on 1st January 2021. The privacy of our clients to whom we are contracted to work, is important to Tudor Group Ltd and our policy is stated below. If you have any questions or concerns, please do not hesitate to contact us.

Who we are?

Tudor Group Ltd provide window and other cleaning within hotels and other establishments and as such we retain information of the contract and contacts for our work. We have appointed a data controller and their details are as follows:

Emma Fox, Operations Administration Manager
Emma.Fox@tudorcc.com

What information do we collect?

Tudor Group Ltd collect data via signed contracts. We have details of contract personnel, contact personnel per site and have data for finance so that invoices or BACS payments can be made. We use SAGE for our accounting and we use Big Change for work specific details.

How do we use personal information?

Tudor Group Ltd use the information for the initial set up and continuation of the contract to provide the agreed services. We do not use the information for marketing communications and nor would we share information with outside organisations.

What legal basis do we have for processing your personal data?

Under GDPR we need to keep details for Contract purposes. We need to keep details of site contacts so that we can arrange work to be done.

When do we share personal data?

Tudor Group Ltd do not share any personal data unless to the Police, HMRC and similar agencies and our insurers in the event of any incidents. If we require referees for any business requirements we would gain permission from the client to do this.

Where do we store and process personal data?

Information is stored on our server which is based in the UK and we hold some paper records which are kept in our offices in Eccles. Some paperwork may be taken off site by Managers who are going on site visits or meetings. No data is transferred outside the EU electronically or in person as all Tudor Group Ltd services are based in the UK.

How long do we keep your personal data for?

Tudor Group Ltd keep data to the end of the contract with us. After that we will continue to keep that information to enable us to comply with our legal obligation (such as financial audit trails) and where we may need it for our legitimate interests (such as debt collection or financial crime).