

Reference	RSG 007
Version	4
Issue Date	29/03/2021
Approved	MD

Data Protection Policy

1. PURPOSE

This policy applies to Region Security Guarding Ltd in England. Region Security Guarding Ltd is registered with the Information Commissioner and complete details of the Region Security Guarding Ltd current entry on the Data Protection Register can be found on the notification section of the Information Commissioner's web site. www.dataprotection.gov.uk. Our registration number is ZA280804.

The register entry provides:

- a fuller explanation of the purposes for which personal information may be used
- details of the types of data subjects about whom personal information may be held
- details of the types of personal information that may be processed
- details of the individuals and organisations that may be recipients of personal information collected by Region Security Guarding Ltd
- information about transfers of personal information Region Security Guarding Ltd Needs to keep certain information about its employees, voluntary members and other users for administrative purposes. It also needs to process information so that legal obligations to funding bodies and government are complied with. When processing such information, the Region Security Guarding Ltd Must comply with the Data Protection Principles, which are set out in the Data Protection Act 2018.

Anyone processing personal data must comply with the eight enforceable principles of good practice. In summary these state that personal data shall be:

- fairly and lawfully processed;
- processed for limited purposes;
- adequate, relevant and not excessive;
- accurate;
- not kept longer than necessary;
- processed in accordance with the data subject's rights;
- secure;
- not transferred to countries without adequate protection.

Personal data covers both facts and opinions about the individual. With processing, the definition surrounding the intentions of the data controller towards the individual, are far wider than before. For example, it incorporates the concepts of 'obtaining', 'holding' and 'disclosing'. Region Security Guarding Ltd Staff or others who process or use personal information must ensure that they always follow these principles.

2. RESPONSIBILITY

The Director is responsible for ensuring that this policy is applied within the association.

The Management Rep is responsible for maintenance, regular review and the updating of this policy.

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3. STATUS OF THE POLICY

This document sets out the Region Security Guarding Ltd.'s policy and procedures to meet the requirements of the Data Protection Act 2018. It will be made available to employees and voluntary members and other external agencies (having a legitimate interest) upon request, although it is not a substitute for the full wording of the Act.

4. THE DATA CONTROLLER

The Rep is ultimately responsible for Data Protection, but the Region Security Guarding Ltd Director of Resources is regarded as the main Data Controller. In practice local Regional staff are designated as local data protection officers to deal with day to day matters and ensure they comply with the Data Protection Act on an ongoing basis.

5. SUBJECT CONSENT

In many cases, Region Security Guarding Ltd can only process personal data with the consent of the individual and if the data is sensitive, express consent must be obtained. Agreement to the Region Security Guarding Ltd Processing some specified categories of personal data is a condition of acceptance of a membership of the Association being recognised, and a condition of employment for staff. For example, this includes information about previous criminal convictions, in accordance with the Rehabilitation of Offenders Act 1974. Some jobs or courses or other Region Security Guarding Ltd Activities, will bring staff, and voluntary members into contact with children, including young people between the ages of 16 and 18 or vulnerable adults. The Region Security Guarding Ltd has a duty to ensure that all staff are suitable for the job Activity they are involved. We also have a duty of care to all staff members and must therefore make sure that employees and those who use Region Security Guarding Ltd Facilities do not pose a threat or danger to other users. Therefore, all prospective staff members will be asked to consent to their data being processed when an offer of employment is given. A refusal to give such consent may result in the offer being withdrawn. Other relevant policies here are the Criminal Disclosure Checks.

6. STAFF RESPONSIBILITIES (INCLUDING SECURITY PERSONS)

This policy will not be incorporated into contracts of employment, but it is a condition of employment that employees will abide by the rules and policies made by the Region Security Guarding Ltd From time to time. Any failures to follow this policy can therefore result in disciplinary proceedings. Any member of staff, who considers that the policy has not been followed in respect of personal data about themselves, should raise the matter with the Data Controller. If raising the issue with the Data Controller does not resolve it the matter should be raised as a formal grievance.

6.1. Specific Staff Responsibilities

All staff, including temp and staff such as security persons, have a responsibility for:



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13. OTHER POLICIES

GDPR Criteria has been reviewed in the GDPR manual contained within this system (GDPR 01) approved by MD

Signed: *Z. Islam*

Date: *29/3/2021*

Review Date: *29/3/2022*