

PRIVACY POLICY

360 Safety & Training are committed to all aspects of data protection and takes your security seriously.

This privacy policy sets out how we deal with personal data.

The information that we currently hold regarding you or your company is solely used for business requirement, including sales, services and invoicing from us to you.

For example:

- To provide information that you request from us relating to our products or services
- To arrange delivery of goods or services as requested
- To provide information to you relating to other products that may be of interest to you. Such additional information will only be provided where you have consented to receive this information (you can withdraw consent at any time)
- To inform you of any changes to our website, services, goods or products.
- To provide information to a client on a contractual basis

In order to serve the interests of our customers and employees, it is necessary that we collect some personal data for business purposes.

360 Safety & Training treats all data which identifies an individual or, when combined with any other information which identifies an individual, as Personal Data. All details will be held in line with legal and contractual requirements unless otherwise stated at the point of collection.

As 360 Safety & Training are a registered company in the UK, the decision has been taken to nominate the UK Information Commissioner's Office (ICO) as our Lead Data Protection Supervisory Authority and, as such, all of our practices will comply with guidance issued by the ICO.

Data which is processed by 360 Safety & Training is located on a server within the UK. No third parties have access to your personal data. 360 Safety & Training have external IT Support who also have a Data protection regime in place to oversee the effective and secure processing of your personal data.

DATA RETENTION

All details provided will be held in line with legal and contractual requirements unless otherwise stated at the point of collection as below:

UK Revenue and Customs require that all payment information which is subject to VAT be kept for a period of no less than 6 years plus the current financial year following receipt of payment.

As such, all personal details of customers will be retained by 360 Safety & Training for a period of 7 years following the settlement of your last invoice.

This information may include but is not limited to: name, address, email, phone number, job title (along with billing information including any personal data contained within invoices), delivery notes and accounting.



360 Safety & Training endeavor to respond to all enquiries in a timely and professional manner.

YOUR RIGHTS

If, at any point, you believe the information we have on you is incorrect or you should wish to withdraw your consent or exercise any of your statutory rights – including your right to erasure and rights to access – you can request to see this information to have it corrected or deleted.

If you wish to raise a complaint on how we have handled your personal data, you can contact our team at info@360sat.co.uk who will investigate the matter and take the necessary actions.

If you are not satisfied with our response or believe we are not processing your personal data in accordance with the law, you can contact the Information Commissioner's Office (ICO). Where 360 Safety & Training is a registered organisation.

This policy does not replace Non-Disclosure Agreements that are in place between 360 Safety & Training and our Clients and Customers.

For and on behalf of 360 Safety & Training

Edward Devlin – Managing Director

Signed: *E. Devlin*

