

PRIVACY POLICY

WE ARE COMMITTED TO RESPECTING YOUR PRIVACY AND COMPLYING WITH DATA PROTECTION LAW.

Welcome to our Privacy Policy which aims to help you understand how we collect, use and protect your information.

We want to help you make informed decisions, so please take a few moments to read this policy.

This Privacy Policy is meant to help you understand what data we collect, why we collect it, and what we do with it.

WHO ARE WE? AND WHY DO WE PROCESS PERSONAL DATA?

Faelsafe Life Safety Limited and Faelsafe Electrical Limited are within the top respected fire and life safety and electrical specialist companies in the UK delivering a high standard of design, installation, service, maintenance, and consulting.

- With a highly qualified team of personnel who are motivated and committed to the success of its clients all in accordance with current British Standards
- Continuing the success of our sister company Faelsafe Life Safety, we now bring you Faelsafe Electrical offering EV Charge Points as well as the design, install and maintenance of electrical systems for both commercial and industrial clients.
- Specialising in the electrical fire, sprinkler and water mist industry, Faelsafe Electrical offer a turnkey solution to ensure the electrical element of the systems comply with LPCB, BS(EN)12845:2015+A1:2019, BS9251:2021, BS8489-1:2016. Using our fire system technical expertise and electrical accreditation, every electrical aspect of the standards is considered and offered.
- The Faelsafe brand is tried, tested and trusted by some of the UK's leading brands and businesses who rely on us to deliver high-quality life safety and electrical services.

Contracts with Faelsafe Life Safety Ltd or Faelsafe Electrical Ltd constitute written instructions to process the data that you send to us or arrange for others to send to us. If you do not have a direct contract with Faelsafe Life Safety Ltd or Faelsafe Electrical Ltd, and you do have a direct relationship with one of our business customers, then

you should review their data privacy information; it is likely that they are the Data Controller and will be best placed to help you.

WHAT CUSTOMER DATA DO WE PROCESS?

Where we are processing personal data to fulfil our legal obligations to our business customers, the data that we process and store are determined by our business customers.

Typically, business customers process:

- business name and other identity data
- address and contact details
- job sheets and worksheets
- signatures
- business photographs and videos which may include images of people or identity documents
- phone call recordings and meeting videos
- other business, personal and possibly sensitive personal data as determined by our business customers

In addition, we will process information for business administration purposes e.g., invoicing, shipping and installation of products and delivery of services.

If you do not have a direct contract with Faelsafe Life Safety Ltd or Faelsafe Electrical Ltd, and you do have a direct relationship with one of our business customers, then you should review their data privacy information; it is likely that they process your personal data on your behalf and will be best placed to help you.

APPLYING TO JOIN FAELSAFE LIFE SAFETY LTD

If you have applied for a position, we need to process certain information about you. We only ask for details that will genuinely help us to consider you for a role, such as:

- CV / Work History
- work preferences including role, geographical area, salary
- publicly available information, or information provided by you, in relation to professional history, educational background, employment history, skills and experience, professional certifications and affiliations, educational and professional qualifications
- locations and journeys collected via vehicle tracking and other mobile devices

- driving events and behaviour scores calculated using business customer configured algorithms.

PROCESSING OF EMPLOYEE INFORMATION

If you are an employee of Faelsafe Life Safety Ltd or Faelsafe Electrical Ltd please refer to section 1.6 in the Employee Handbook. The data we may hold on you as an employee may include:

- name, address, phone numbers, email addresses
- photo ID including and not limited to driving licence, ECS cards etc
- photographs of your work or you at work
- tracking details of your performance in company vehicles
- tracking details of your performance at work

If you are a subcontractor or supplier with Faelsafe Life Safety Ltd or Faelsafe Electrical Ltd you may contact jobwatch@faelsafe.co.uk to exercise your data protection rights such as asking us for a copy of your data, to rectify, restrict or stop processing your information at any time.

If you are an employee, subcontractor, or supplier of one of our customers, then please contact their Data Protection Officer or appropriate contact using the contact information contained in their privacy policy, which is usually provided on the customer's website.

If Faelsafe Life Safety Ltd or Faelsafe Electrical Ltd are marketing to you directly, and you wish to withdraw consent to our marketing emails, then please contact us at jobwatch@faelsafe.co.uk

We will respond to your request promptly and comply with your wishes subject to applicable privacy the legislation, and any relevant contractual terms and conditions.

With your permission, we may ask you to provide information asking for information relating to your gender, ethnicity, sexual orientation, disability, religion and belief. By collecting and analysing equality and diversity data, we can ensure our recruitment practices are providing fair access and opportunities for all and that we are able to meet our obligations under the Equality Act 2010.

We will store your personal data for 12 months from the date of your initial application/ submission. After the 12 months has expired, your data will automatically be deleted from our records except in circumstances where you are part of a live application process or you have updated your details, in these instances the retention period will

be extended by a further 3 months. You have the right to delete your personal information at any time. Where we use external recruitment companies or online platforms, we recommend you refer to their own privacy policies about how they store your personal data.

DISCLOSURE OF YOUR INFORMATION TO THIRD PARTIES

Faelsafe Life Safety Ltd and Faelsafe Electrical Ltd does not sell, trade or rent your information, or use or disclose it for marketing purposes without your prior consent, and does not give or distribute it to any third parties.

For our general day to day data processing activities, we use third party organisations to help us administer and monitor the services that we provide. Examples of such third parties include our accountants, finance companies and external auditors. Any personal data is shared only when strictly necessary and according to the safeguards and good practices detailed in this Privacy Policy.

Our website may contain links to other websites of interest. However, you should note that we do not have any control over these other websites. Once you have used any of these links to leave our site, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting these sites and such sites are not governed by this privacy statement.

INFORMATION SECURITY

Faelsafe Life Safety Ltd and Faelsafe Electrical Ltd understands the importance of good information security management and is committed to demonstrate this commitment. We identify, develop, implement, maintain and continuously improve a wide range of policies, processes, procedures and technical controls to keep your data secure.

Please be aware that communications over the internet, such as emails and webmails, are not secure unless they have been encrypted. Browser access to Faelsafe Life Safety Ltd and Faelsafe Electrical Ltd websites and applications that process personal data is encrypted.

Despite the encryption described above, your communications may route through a number of countries before being delivered – this is the nature of the internet – and Faelsafe Life Safety Ltd and Faelsafe Electrical Ltd is therefore unable to guarantee the security of any information you transmit to or via our website.

Faelsafe Life Safety Ltd and Faelsafe Electrical Ltd has appropriate organisational and technical measures in place to protect the personal information that we have under our control.

PRIVACY SUPPORT

We regularly review our Privacy Policy to reflect our changing business and evolving best practice. We reserve the right to amend or modify this Privacy Policy at any time, please check for the latest version on our website at www.faelsafe.co.uk

Our Data Protection Officer can be contacted via jobwatch@faelsafe.co.uk
Our address is: 17a Carr Mills, Bradford Road, Birstall, WF17 9JY, West Yorkshire.