



GDPR & Data Protection Policy

WOSS:UK

1. Policy Statement

WOSS:UK is committed to protecting the privacy and security of personal data. We comply with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. This policy outlines how we collect, use, store, and protect personal information as part of our security and CCTV operations.

2. Scope

This policy applies to:

- All employees, contractors, and third parties working on behalf of WOSS:UK.
 - All personal data collected, processed, or stored by the company, including data relating to clients, employees, job applicants, and individuals captured on CCTV.
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3. Data Protection Principles

We comply with the following principles when handling personal data:

1. **Lawfulness, fairness and transparency** – We process data lawfully and in a transparent manner.
2. **Purpose limitation** – Data is collected for specific, legitimate purposes only.
3. **Data minimization** – We collect only what is necessary for those purposes.
4. **Accuracy** – We keep personal data accurate and up to date.

5. **Storage limitation** – Data is not kept longer than necessary.
 6. **Integrity and confidentiality** – We ensure appropriate security and confidentiality of personal data.
 7. **Accountability** – We take responsibility for how we handle personal data.
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4. Legal Basis for Processing

We only process personal data when we have a legal basis to do so, such as:

- Consent
 - Performance of a contract
 - Legal obligation
 - Vital interests
 - Legitimate interests (e.g. for security and crime prevention through CCTV)
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5. Use of CCTV and Security Systems

- CCTV footage is used for crime prevention, public safety, and employee and asset protection.
 - Signs are clearly displayed in areas where CCTV is in use.
 - Recorded footage is stored securely and retained only for the period necessary, usually no longer than 30 days unless required for investigations.
 - Access to footage is restricted to authorized personnel only.
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6. Data Subject Rights

Individuals have the right to:

- Be informed about the data we hold and how it is used.
- Access their personal data.
- Request correction or deletion of their data.
- Object to or restrict certain types of processing.

- Data portability (where applicable).

Requests can be made in writing to our Data Protection Officer or main office address.

7. Data Security

We ensure:

- Secure handling and storage of all data.
 - Use of password protection, encryption, and physical security measures.
 - Staff are trained in data protection and confidentiality.
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8. Breach Notification

Any suspected data breach must be reported immediately to management. We will assess the breach and, if necessary, report it to the ICO within 72 hours.

9. Data Sharing

We will not share personal data with third parties unless:

- Required by law
- Necessary to fulfil a contract or service
- The individual has given consent

All third-party processors are subject to contractual obligations to ensure data is processed in compliance with GDPR.

10. Review

This policy will be reviewed annually or when significant changes occur in legislation or operations.