

# PRIVACY NOTICE

This privacy notice tells you what to expect when Snafu Services Limited (SSL), the Data Controller, collects personal information. Personal information is information, or a combination of pieces of information, that could reasonably allow you to be identified.

**1. Personal Information We Use** We hold or collect personal information from a variety of sources, including information from you directly and information we get from other sources, including public databases.

**1.1. Information we may collect directly from you:** When you contact us via our website we will collect your name, contact details including, telephone number and email address. From job applicants we will also collect your address and from employees bank details, NI number, and emergency contacts.

**1.2. Information we may collect from third parties:** As part of our service to our clients we use third parties to enable our clients to issue parking permits, PCNs etc. We do not hold any of this information, however as part of our support to our clients we may need to process this information. This information may include addresses and VRNs.

**1.3. How and why we will use your personal information:** We must have a legitimate reason to use your personal information. As an employer we will use your information to fulfil our legal obligations. As a service provider any information we use will be to fulfil our contractual obligations to our client.

**2. Information Sharing** Employees' information will be shared with our payroll bureau.

**3. Security and Storage** We process information in an appropriate manner to ensure security. We are currently implementing an Information Security Management System in conjunction with applying for ISO 27001. Information is kept for as long as is necessary to fulfil our legal and contractual obligations.

**4. Your Rights** You have the right to access, correct, delete or transfer your personal information, and in certain circumstances you may restrict or object to our use of it. We would however require proof of identity before any disclosure and we may also need extra information from you to deal with any request. If you would like to discuss or exercise these rights please contact our Data Protection Officer, Snafu Services Limited, Tower House, Fairfax Street, Bristol. BS1 3BN or email [data@SnafuServices.co.uk](mailto:data@SnafuServices.co.uk)

**5. International Data Transfer** SSL hold all data in the UK. No data is transferred internationally.

**6. Our Website and Cookie Policy** This website ([www.SnafuServices.co.uk](http://www.SnafuServices.co.uk)) uses cookies to better the users experience while visiting the website. Where applicable this website uses a cookie control system allowing the user on their first visit to the website to allow or disallow the use of cookies on their computer / device. This complies with recent legislation requirements for websites to obtain explicit consent from users before leaving behind or reading files such as cookies on a user's computer / device.