



## **SOS SAFETY CONSULTANCY GROUP LTD**

Old Anglo House,  
Milton Street,  
Stourport-On-Severn,  
Worcestershire  
DY13 9AQ

**Email:** [info@sosconsultancy.co.uk](mailto:info@sosconsultancy.co.uk)

**Web:** [www.sosconsultancy.co.uk](http://www.sosconsultancy.co.uk)

### SOS Safety Consultancy Group Ltd Privacy Policy April 2022

At SOS Safety Consultancy Group Ltd we are committed to protecting and respecting your privacy. This policy explains when and why we collect personal data about people who contact us by telephone or email, how we use it and how we keep it secure.

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data possession or likely to come into such possession. The processing of personal data is governed by the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

#### 1. Who are we?

SOS Safety Consultancy Group Ltd provide health and safety support and advice, provide a safe system of work, primarily in construction projects with lifting operations. Services offered include:

- NVQ Assessor – (CPCS Red to Blue)
- Crane Appointed Person Lifting Duties
- Audit and Site Survey in all industries
- Audit and Site Survey Lifting Operations
- Site Specific Lifting Plans and Risk Assessments
- Launch of Lifting Operations
- Crane Operators Site Specific Operators Familiarisation
- Tower Crane Rescue Familiarisation

#### 2. How is information collected?

We collect data from you which is provided directly.

#### 3. What type of information is collected from you?

You may give us your contact, identification details and financial data (such as your name, home address, telephone number and bank account information) by filling in forms or corresponding with us by phone, email, post or otherwise.

**Director:** Samuel Hayler

**Company Secretary:** Teresa Brimm

**Lifting Specialist Consultant:** Simon Hayler **Tel:** 07979 866449

**Registered Office:** Old Anglo House, Milton Street, Stourport-On-Severn, England, DY13 9AQ  
**Registered in England & Wales No. 13333818**



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### 4. How is your information used?

We use your data for administrative purposes.

As the data controller, SOS Safety Consultancy Group Ltd will ensure that personal data privacy is routine practice on an on-going basis. We are committed to protecting your privacy, we only use your personal information to manage the service being provided and continuous improvements to the service. We will never sell, lease or rent your details.

SOS Safety Consultancy Group Ltd complies with its obligations under the legislation by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data. Your data will not be reused for any purpose other than the need to deal with your enquiry or action any enquiries or bookings that you make.

We may use your personal data for the following purposes:

- To take orders for services through email and telephone.
- To help us to identify you when you contact us.
- To maintain our own accounts and records.

The law allows us to use Personal Information as stated above on the basis that the processing is necessary as we are acting in our "legitimate interests".

### 5. Who has access to your information

SOS Safety Consultancy Group Ltd will not share your personal data with third parties.

SOS Safety Consultancy Group Ltd will not sell your data for marketing purposes. All the personal data we obtain will be processed by employees of SOS Safety Consultancy Group Ltd.

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### 6. Your rights and your personal data

You have the following rights with respect to your personal data:

- The right to request a copy of your personal data, which SOS Safety Consultancy Group Ltd hold about you.
- The right to request that SOS Safety Consultancy Group, corrects any personal data if it is found to be inaccurate or out of date.
- The right to request your personal data is erased, where it is no longer necessary for SOS Safety Consultancy Group to retain such data.
- The right to withdraw your consent to the processing at any time.
- The right to request that the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability, where applicable).
- The right to object to the processing of personal data, (where applicable).
- The right to lodge a complaint with the Information Commissioners Office.

### 7. Data Retention

SOS Safety Consultancy Group Ltd retains Personal Information for as long as necessary to fulfil the purposes for which your Personal Information has been collected as outlined in this Privacy Notice unless a longer retention period is required by law. When your Personal Information is no longer required for the purpose it was collected or as required by applicable law, it will be deleted and/or returned to you in accordance with applicable law.

### 8. Contact Us/Further Information

Please contact the Director on the below details, in relation to any queries or complaints:

**SOS SAFETY CONSULTANCY GROUP LTD**

- Email: [info@sosconsultancy.co.uk](mailto:info@sosconsultancy.co.uk)

**Signed:**

**Date:** 01/04/2022

**SAMUEL HAYLER**  
**DIRECTOR**

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