

ONYX FM Ltd Privacy Notice

Who We Are

ONYX FM LTD gather and process your personal information in accordance with this privacy notice and in compliance with the relevant data protection Regulation and laws. This notice provides you with the necessary information regarding your rights and our obligations, and explains how, why and when we process your personal data.

How We Use Your Personal Data (Legal Basis for Processing)

ONYX FM LTD takes your privacy very seriously and will never disclose, share or sell your data without your consent; unless required to do so by law. We only retain your data for as long as is necessary and for the purpose(s) specified in this notice. Where you have consented to us advertise your name and achievements as reference for Tendering or company promotion, you are free to withdraw this consent at any time. ***The purposes and reasons for processing your personal data are detailed below: -***

Employment and to provide our customer base with our security services

- *We collect your personal data in the performance of a contract or to provide a service required by our clients.*
- *We collect and store your personal data as part of our legal obligation for business accounting and tax purposes*
- *We have a legal obligation to share your personal data with a credit reference agency and provide us with financial background checks prior to you commencing employment with us*
- *We will occasionally send you information relating to the company and for your knowledge. Such information will be non-intrusive and is processed on the grounds of legitimate interests*

Your Rights

You have the right to access any personal information that ONYX FM LTD processes about you and to request information about: -

- What personal data we hold about you
- The purposes of the processing
- The categories of personal data concerned
- The recipients to whom the personal data has/will be disclosed
- How long we intend to store your personal data for
- If we did not collect the data directly from you, information about the source

If you believe that we hold any incomplete or inaccurate data about you, you have the right to ask us to correct and/or complete the information and we will strive to do so as quickly as possible; unless there is a valid reason for not doing so, at which point you will be notified.

Sharing and Disclosing Your Personal Information

We do not share or disclose any of your personal information without your consent, other than for the purposes specified in this notice or where there is a legal requirement.

Safeguarding Measures

ONYX FM LTD takes your privacy seriously and takes every reasonable measure and precaution to protect and secure your personal data. We work hard to protect your information from unauthorized access, alteration, disclosure or destruction and have several layers of security measures in place, ***including: -***

restricted access, IT authentication, firewalls, anti-virus/malware etc.

How Long We Keep Your Data

ONYX FM LTD only ever retains personal information for as long as is necessary and we have strict review and retention policies in place to meet these obligations. We are required under UK tax law to keep your basic personal data (*name, address, contact details*) for a minimum of 6 years from the date of employment termination after which time it will be destroyed.