



Privacy Policy

Version Control

	Last Amended	Author	Action taken
0.1	01/03/2018	Michael Boyd	First Draft
0.2	08/03/2019	Michael Boyd	Amended version

Our contact details

Name: Clarity Surveillance Ltd

Address: Landmark House, Station Road, Cheadle Hulme, Stockport SK8 7BS

Phone Number: 01614863339

E-mail: office@claritysurveillance.com

What type of information we have

We process personal data (for example name, address, date of birth, occupation and so forth)

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, name and contact details)
- Information related to payroll is also required (for examples, National Insurance No, Tax Codes)

How we get the information and why we have it

The categories of personal data we process are determined by the data controllers we act for and based on their instructions to us. Personal data will be presented to us by our data controllers based on information you have provided them.

The purpose of processing your data is determined by the data controllers we are acting for and based on their instructions to us (for example, to help settle an insurance claim).

Our commitment to the "data subject".

1. We aim to operate in a clear and transparent way at all times where possible.
2. We will collect and process data fairly and lawfully.
3. We will only use data in a way that people would reasonably expect.

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

The data subject has given consent to the processing of his or her personal data for one or more specific purposes (the consent being the lawful contract for services between you and your insurance company).

Processing is necessary for the performance of a contract to which the data subject is party. The services of the company may be necessary for the insurance company to fulfil their obligations under the contract with the data subject in the event of an insurance claim on their policy.

Processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party. Processing may be required in order to investigate and settle an insurance claim accurately. In this regard the legitimate interests of the insurance company to collect and use personal data will be considered against the rights of individual(s).

Processing relates to personal data which are manifestly made public by the data subject.

Processing is necessary for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity.

We will only process data for the purposes it has been collected for.

We will not share any data with any third parties nor transfer it outside the UK.

What we do with the information we have

Our Company collects your data so that we can:

- Process the passed instructions
- Undertake the necessary surveillance instructions provided to us from our clients
- Collate information needed to present to our clients in the form of digital media

We only share the information between the acting client and Clarity Surveillance Ltd.

How we store your information

Your information is stored securely at our offices that being Landmark House, Station Road, Cheadle Hulme, Stockport SK8 7BS.

The retention period of the data is determined by our data controllers, this might be 6 or 7 years. After that time, all data will be securely destroyed.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal data in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at Landmark House, Station Road, Cheadle Hulme, Stockport SK8 7BS if you wish to make a request.

How to complain

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Helpline number: 0303 123 1113