

## Website Privacy Policy

### Who we are

This website is operated by **SGC Holdings Ltd** trading as **SGC Security Services** (“SGC”, “we”, “us”, “our”).

SGC is the **data controller** for the personal data collected through this website and is regulated under the **UK General Data Protection Regulation (UK GDPR)** and the **Data Protection Act 2018**.

### Purpose of this Privacy Policy

This Privacy Policy explains:

- who we are;
- what personal data we collect through this website;
- how and why we use that data;
- how long we keep it;
- your rights under UK data protection law; and
- how to contact us or the Information Commissioner’s Office (ICO).

This policy should be read alongside our **Data Protection Policy**.

### Personal data we collect

#### a) Information you provide to us

We may collect:

- Name
- Email address
- Telephone number

This information is typically collected when you:

- submit an enquiry;
- contact us via the website;
- apply for a role; or
- request information about our services.

## b) Information about third parties

If you provide personal data relating to another individual, you must ensure that you are authorised to do so and that the individual has been provided with appropriate information about how their personal data will be used.

### **How we use your personal data**

We use personal data collected through this website for the following purposes:

- responding to enquiries;
- recruitment and selection;
- providing information about our services;
- managing business communications.

Further details of how personal data is processed for recruitment or employment purposes are set out in our relevant privacy notices.

### **Lawful bases for processing**

We process personal data only where a lawful basis applies. Depending on the circumstances, this may include:

- **consent;**
- **contractual necessity;**
- **legal obligation;** or
- **legitimate interests.**

Where consent is relied upon, it may be withdrawn at any time.

### **Marketing communications**

We may send information about our services where permitted by law.

We will only send electronic marketing communications where:

- you have given your consent; or
- it is otherwise permitted under applicable legislation.

You may opt out of marketing communications at any time by using the unsubscribe option provided or by contacting us directly.

### **How long we keep your data**

Personal data collected through the website will be retained only for as long as necessary.

Unless a longer period is required by law or for legitimate business purposes:

- enquiry and contact data will normally be retained for **up to 12 months**.

### **Data sharing**

We do not sell personal data.

We may share personal data:

- where required by law;
- with law enforcement or regulatory bodies where legally necessary;
- with service providers acting on our behalf under appropriate contractual safeguards.

### **International transfers**

Personal data will not be transferred outside the UK unless appropriate safeguards are in place in accordance with UK GDPR requirements.

### **Keeping your information secure**

We take appropriate technical and organisational measures to protect personal data, including:

- access controls;
- secure storage;
- password protection and authentication controls; and
- secure disposal procedures.

While we take reasonable steps to protect personal data, the transmission of information over the internet is not completely secure and is undertaken at your own risk.

## Your rights

Under UK data protection law, you have the right to:

- access your personal data;
- request rectification of inaccurate data;
- request erasure of data;
- restrict or object to processing;
- request data portability (where applicable).

Requests will be responded to without undue delay and within **one calendar month**.

### How to exercise your rights

To exercise your rights, please contact us and:

- provide sufficient information to identify yourself; and
- specify the nature of your request.

We may request proof of identity where necessary.

## Complaints

If you are unhappy with how we handle your personal data, you have the right to lodge a complaint with the **Information Commissioner's Office (ICO)**:

Website: <https://ico.org.uk/concerns/>

Telephone: 0303 123 1113

## Changes to this Privacy Policy

We may update this Privacy Policy from time to time. The latest version will always be available on our website.


## Contact details

**Email:** info@sgcsecurityservices.co.uk

**Post:** Unit 2 Cherry Tree Farm, Blackmore End Road, Sible Hedingham, Essex, CO9 3LZ

**Telephone:** 01279 428498

Calls may be recorded for training and quality purposes.

Name	Paul Macarthur	Position	Managing Director
Signature		Date	14/01/2026