

BERKELEY GUARD



Berkeley Guard may ask for some personal details from its customers, staff and contractors.

Berkeley Guard takes its responsibility for looking after information seriously. We follow the data Protection Act at all times when asking for or handling your information including:

- Personal data shall be processed fairly and lawfully
- Data is processed only for the purpose(s) for which it was collected
- Data is adequate, relevant and not excessive
- Data is accurate and kept up to date
- Data is not kept longer than necessary
- Data is kept secure against unauthorised access and loss or damage

Sometimes sensitive information may also be asked for (e.g. key-holder and contact 'phone numbers). We will always ask for explicit consent before collecting or using this information.

A copy of this statement will be brought to the attention of all employees and volunteers. All our staff receive Data Protection & GDPR training.

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The OLD CARRIAGE HOUSE · ENGLEFIELD ROAD · THEALE · RG7 5DZ

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