



Privacy Policy

Introduction

This policy applies equally across all Supreme Group businesses (hereafter, “the Company”).

Scope

We are committed to protecting and respecting your privacy. The Company is committed to complying with data protection principles and good practice in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

This Privacy Policy outlines how we collect, use, store and protect personal information relating to employees, workers, contractors, clients, website users and other individuals whose personal data we process as part of our business operations.

This includes personal information collected when you visit our website, engage with our services, apply for or undertake employment with us, or otherwise interact with the Company.

Information We Collect

We may collect and process personal data including, but not limited to:

- Name, address, contact details (email, phone number)
- Date of birth and identification information
- National Insurance number and right to work documentation
- Employment and payroll information
- Emergency contact details
- Training and qualification records
- CCTV images where applicable
- Information voluntarily provided to us via email, telephone, website or in person

We will only collect personal data that is necessary, relevant and limited to the purpose for which it is processed.

Legal Basis for Processing

We process personal data in accordance with UK GDPR under the following lawful bases:

- Contractual necessity – to fulfil our obligations as an employer or service provider
- Legal obligations – including employment, tax, safeguarding and regulatory requirements
- Legitimate business interests – including the effective management and operation of our business
- Consent – where required for specific activities

Our legitimate business interests include the provision of security and facilities services, workforce management, and ensuring the safety, wellbeing and compliance of our workforce and clients.

Processing personal data is an essential part of delivering these services.

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How We Use Personal Information

We may use personal information for the following purposes:

- Recruitment, employment and workforce management
- Payroll and pension administration
- Providing employee benefits and wellbeing support
- Training, compliance and performance management
- Responding to enquiries and providing services
- Communicating business updates or relevant information
- Maintaining security, including CCTV where applicable
- Complying with legal and regulatory obligations
- Improving our services and business operations

We will only use personal data for legitimate business purposes and will not process it in ways that are incompatible with those purposes.

Information Sharing and Third Parties

We do not sell or trade personal data. However, in order to operate effectively as an employer and service provider, we may share limited personal information with trusted third parties where this is necessary and appropriate.

This may include:

- Payroll and pension providers
- Employee benefits providers (such as healthcare, Employee Assistance Programmes, insurance, reward or wellbeing platforms)
- Training and accreditation providers
- Clients where required for service delivery and site compliance
- IT and system providers
- Professional advisers (legal, HR, finance)
- Regulatory bodies or law enforcement where required by law

Where we share personal data with third parties to provide employee benefits or services, we will ensure that:

- Only the minimum necessary information is shared
- Appropriate data sharing agreements are in place
- Third parties are required to process data securely and in accordance with UK GDPR
- Data is used only for the specific purpose for which it was shared

This may include sharing contact details, employment details or other relevant information strictly for the purpose of administering benefits, pensions, insurance, wellbeing support, training or similar employment-related services.

Data Security

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We implement appropriate technical and organisational security measures to protect personal data from unauthorised access, alteration, disclosure or loss.

These include:

- Secure IT systems and password protection
- Restricted access to personal data
- Encryption where appropriate
- Secure storage of physical records
- Staff training on data protection and confidentiality

While we take all reasonable steps to protect personal data, no system can be guaranteed 100% secure. We therefore encourage all employees and users to follow good data security practices.

Data Retention

We will retain personal data only for as long as necessary to fulfil the purposes for which it was collected, including for legal, accounting and regulatory requirements. Retention periods will vary depending on the type of information and applicable legal obligations.

Links to Third-Party Websites

Our website may contain links to third-party websites. We have no control over and accept no responsibility for the content, privacy policies or practices of those sites. Individuals should review third-party privacy policies before submitting personal information.

Children's Privacy

Our services and website are not intended for individuals under the age of 18. We do not knowingly collect personal data from children. If we become aware that such data has been collected, we will take appropriate steps to remove it.

Responsibility and Accountability

The Company has appointed a Data Representative responsible for ensuring personal data is processed in compliance with UK GDPR.

Data Representative: Emma Sullivan, HR Director

All employees, client contacts and third-party suppliers who have access to personal data must comply with this policy and associated procedures. Failure to do so may result in disciplinary action and, where appropriate, legal or contractual action.

Your Rights

Under UK GDPR, individuals have the right to:

- Access their personal data
- Request correction of inaccurate data

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- Request erasure of personal data (where applicable)
- Object to processing
- Request restriction of processing
- Request transfer of data (data portability)
- Withdraw consent where applicable

Requests can be made by contacting the Company using the details below.

You also have the right to lodge a complaint with the Information Commissioner's Office (ICO).

Changes to This Privacy Policy

We may update this Privacy Policy from time to time to reflect legal or operational changes. Any updates will be communicated and published with a revised review date.

Contact Us

If you have any questions about this Privacy Policy or how your data is handled, or if you wish to exercise your rights, please contact:

Email: info@supremefacilities.co.uk

Phone: +44 20 3921 0649

You may also contact the Information Commissioner's Office (ICO):
<https://ico.org.uk/concerns/>

Review

This policy will be reviewed at least annually or sooner if legislation changes. Any amendments will be communicated throughout the business.

Signed: **Andy Lane**

Position: Managing Director

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