

KT & T Limited Web Privacy Policy

Introduction

KT & T Limited is committed to protecting and respecting your privacy. We want to tell you how we use and protect your personal information. This includes informing you of your rights regarding your personal information that we hold.

This Web Privacy Policy sets out how we may use, process and store your personal information. We may get that information from you, through contracts or other legal arrangements you have with us in order to deliver contractual/legal obligations. In other cases, we will get that information from you with your permission and consent, or we may receive your personal information from third parties who you have given consent to pass this information on to us.

The Laws and Regulations

The laws that govern personal data in the UK are:

- The Data Protection Act (1998)
- REGULATION (EU) 2016/679 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation) ("GDPR").

The independent authority that upholds information rights in the public interest in the United Kingdom is the Information Commissioner's Office (the "ICO"). Further information can be found at <https://ico.org.uk>.

Who is KT & T Limited?

This is KT & T's registered address, company number and contact information:

KT & T Limited
88, Kingsway
London, WC2B 6AA

Company Registration Number: 4298816

ICO Number: **ZA326773**

Email: info@kttgreencleaning.co.uk

Phone: +44 (0) 20 7841 2716

KT & T's Website: <http://www.kttgreencleaning.co.uk>

Information we may collect from you

KT & T may collect information from you because we have a legal reason (allowed by law or under contract) to collect the information, or because you have consented for us to do so for a specific purpose.

Information you give us

You may give us information about you with your consent, for example:

- By filling in a form or sending us an e-mail
- Applying for a job at KT & T.

This information may be personal, financial, educational, or related to your employment history. You may give us information for legal reasons, such as to enter into a contract with us, or when you are taking a job at KT & T. This may include, for example;-

- Information about your physical or mental health or condition to monitor sick leave and take decisions as to your fitness for work
- Information about your racial or ethnic origin or religious or similar beliefs to monitor compliance with equal opportunities legislation
- Information relating to any criminal proceedings in which you may have been involved for insurance purposes and to comply with legal requirements and obligations to third parties
- Biometric data such as may be required to use technology designed to provide access and admittance to Client Hotels systems and premises .

Information we collect about you

If you visit our website, no personal data / information is automatically collected from you. If this changes we will update this on our website.

Information we receive from other sources

We do not receive personal data information from other sources.

Cookies

We do not collect information relating to cookies.

Why does KT & T collect personal information?

KT & T collects information for the some or all of following reasons:

- To employ you or consider you for employment
- To provide goods or services to you under contract
- For legal reasons, for example, if you have entered into a contract with us
- To provide information to you about our services if you have consented to receive it.

What legal basis does KT & T have for processing my information?

KT & T may process your information because:

- We have a contract with you
- You have given us permission to do so
- To comply with the law.

All of these reasons are reasons KT & T may legally process the information we have about you.

Who might KT & T share your information with?

KT & T may share your personal information with selected third parties, either because you have consented to allow us to do so or for legal reasons. For example, we may share your personal information with:

- We may make available personal information (including special classes of personal data) available with KT & T Limited, to those who provide services for KT & T (such as advisors), regulatory authorities, governmental (e.g HMRC) or quasi - governmental organisations (e.g. Department of Employment) to the extent required to comply with legal obligations or to fulfil obligations to and rights.
- Subcontractors and third parties for the purpose of the performance of a contract that we hold with them or that we hold with you
- With third parties because you have given consent

Other reasons KT & T may share your personal information with a third party

If KT & T Limited or substantially all of its assets are acquired by a third party, personal data held by KT & T about its customers will be one of the transferred assets of the company.

In addition, KT & T will share your personal data with third parties for the following reasons:

- If KT & T must comply with a legal obligation
- To enforce or apply our Website Terms of Use, Terms and Conditions of Contracts with clients, or other agreements
- To protect the rights, property, or safety of KT & T Limited, our customers or others
- We will exchange information with other companies or organizations to prevent fraud or to reduce our credit risks.

Aggregated or anonymized data with personal information removed

KT & T may, from time to time, provide third parties with data that has been aggregated or anonymized.

This means that your personal information that could be used to identify you have been removed from the data. Data provided to third parties in this way is not personal data; however, you do keep your right to object.

Where we store your personal data

We primarily store and process your personal data in the EU/European Economic Area ("EEA"). If we do transfer your personal data outside the EEA it will be because you have consented or because we have a legal reason to do so.

Some examples of reasons your data may be processed outside of the EEA include:

- Order fulfilment
- Payment processing

- Technical support services.

If your personal data cannot be processed within the EEA, we will:

- Comply with all other data protection principles
- Where possible, be to a country that is on the list of the EU Commission's countries that provide adequate protections for the rights and freedoms of data subjects
- If the transfer is to the United States of America, we will use reasonable endeavours to make sure they participate in the Privacy Shield program
- Make sure we have assessed the adequacy of protections in all other cases.

Access to your stored personal data via password

Where we have given you (or where you have chosen) a password which enables you to access certain parts of our site, you are responsible for keeping this password confidential. We ask you not to share a password with anyone.

Transmission and storage of your personal data

Unfortunately, the transmission of information via the internet is not completely secure. Although we use best practice to ensure your data is encrypted to the standard required in the GDPR to protect your personal data, we cannot guarantee the security of your data as it is transmitted and stored.

How long will you keep my personal information?

KT & T will not retain your personal information for longer than required.

We will keep your personal information:

- For as long as required by law
- Until we no longer have a valid reason for keeping it
- Until you request us to stop using it.

We may keep just enough of your personal information to ensure that we comply with your requests not use your personal information or comply with your right to erasure. For example, we must keep your request to be erased even if it includes your personal data until such time as you are no longer our customer. If you have questions about our Cyber Security and Data Retention Policy, we can provide you a copy. Please contact: info@kttgreencleaning.co.uk

What if I chose not to give you my personal information?

If the personal information is necessary in order to supply goods or services to you under a contract between you and KT & T, then we will not enter into that contract or provide the services or goods if you do not give us your personal information.

Your Rights

KT & T will respect your legal rights to your data.

Below are the rights that you have under law, and what KT & T does to protect those rights:

Legal right	What KT & T does to protect your rights
The right to be informed	KT & T is publishing this Privacy Notice to keep you informed as to what we do with your personal information. We strive to be transparent about how we use your data.
The right to access	You have the right to access your information. Please contact KT & T' Data Protection Officer at info@kttgreencleaning.co.uk if you wish to access the personal information KT & T holds about you.
The right to rectification	If the information KT & T holds about you is inaccurate or not complete, you have the right to ask us to rectify it. If that data has been passed to a third party with your consent or for legal reasons, then we must also ask them to rectify the data. Please contact our Data Protection Officer if you need us to rectify your information info@kttgreencleaning.co.uk
The right to erasure	This is sometimes called 'the right to be forgotten'. If you want KT & T to erase all your personal data and we do not have a legal reason to continue to process and hold it, please contact our Data Protection Officer: info@kttgreencleaning.co.uk
The right to restrict processing	You have the right to ask KT & T to restrict how we process your data. This means We are permitted to store the data but not further process it. We keep just enough data to make sure we respect your request in the future. If you want Us to restrict processing of your data, please contact our Data Protection Office: info@kttgreencleaning.co.uk
The right to data portability	KT & T must allow you to obtain and reuse your personal data for your own purposes across services in a safe and secure way without this affecting the usability of your data. Please contact our Data Protection Officer if you want information how to port your data elsewhere: info@kttgreencleaning.co.uk . This right only applies to personal data that you have provided to Us as the Data Controller. The data must be held by Us by consent or for the performance of a contract.
The right to object	You have the right to object to KT & T processing your data even if it is based on Our legitimate interests, the exercise of official authority, direct marketing (including data aggregation), and processing for the purpose of statistics. If you wish to object please contact our Data Protection Officer: info@kttgreencleaning.co.uk
The right to withdraw consent	If you have given Us your consent to process your data but change your mind later, you have the right to withdraw your consent at any time, and KT & T must stop processing your data.

If you want to withdraw your consent, please contact our Data Protection Officer: info@kttgreencleaning.co.uk

The right to complain to a Supervisory Authority

You have the right to complain to the ICO if you feel that KT & T has not responded to your requests to solve a problem. You can find their contact details here: <https://ico.org.uk/concerns/>

Links to Other Websites

From time to time, our website may contain links to and from websites of our partner networks, advertisers and affiliates. If you follow a link to any of these websites, please note that these websites may have their own privacy notices and that we do not accept any responsibility or liability for any such notices. Please check these notices, where available, before you submit any personal data to these websites.

Changes to Our Privacy Notice

KT & T may change this notice from time to time in the future. Any such changes will be posted here and, where appropriate, notified to you in writing. We advise you to check back frequently to see any updates or changes.

This notice was last updated in June 2018.