

GDPR: DATA PRIVACY NOTICE FOR CLIENTS AND SUPPLIERS

The Kleen Team Ltd is committed to protecting and respecting your privacy and data protection laws.

This policy together with our terms of use www.thekleenteam.co.uk and any other documents referred to on it sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it.

The rules on processing of personal data are set out in the General Data Protection Regulation

(the "GDPR") and any related legislation which

1. Definitions;

Data controller - A controller determines the purposes and means of processing personal data.

Data processor - A processor is responsible for processing personal data on behalf of a controller.

Data subject – Natural person

Categories of data: Personal data and special categories of personal data

Personal data - The GDPR applies to 'personal data' meaning any information relating to an identifiable person who can be directly or indirectly identified in particular by reference to an identifier (as explained in Article 6 of GDPR). For example, name date of birth, passport number, home address or private email address. Online identifiers include IP addresses and cookies.

Personal data - The GDPR refers to sensitive personal data as 'special categories of personal data' (such as a living person). The special categories specifically include genetic data, and biometric data where processed to uniquely identify an individual. Other examples include racial and ethnic origin, sexual orientation, health data, trade union membership, political opinions, religious or philosophical beliefs.

Processing - means any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.

Third party - means a natural or legal person, public authority, agency or body other than the data subject, controller, processor and persons who, under the direct authority of the controller or processor, are authorised to process personal data.

2. Who are we?

The Kleen Team Ltd Earl Business Centre Oldham OL8 2PF is the data controller. This means we decide how your personal data is processed and for what purposes. Our contact details are: info@thekleenteam.co.uk. For all data matters contact on 01457 872456.

3. The purpose(s) of processing your personal data

The Kleen Team Limited Email: info@thekleenteam.co.uk Website: www.thekleenteam.co.uk

Company Address: Earl Business Centre, Dowry Street Oldham OL8 2PF

Telephone: 0800 0282 256 Director: A Mason & T Mason

Company Number: 7246244 Vat Number: 157447192

We use your personal data for the following purposes:

- Collecting
- Recording
- Organising
- Structuring
- Modifying
- Consulting
- Erasing and destroying data

4. The categories of personal data concerned

With reference to the categories of personal data described in the definitions section, we process the following categories of your data:

Personal data a) racial or ethnic origin;

- Political opinions
- Race
- Ethnic Origin
- Religious or Philosophical Beliefs
- Trade union membership
- Genetic data
- Health data
- Biometric data

(i) such other categories of personal data as may be designated as “special categories of personal data” under the Legislation.

- Special categories of data as process of sensitive personal data

5. What is our legal basis for processing your personal data?

If you give us information about another person, you confirm that the other person has appointed you to act on their behalf and agreed that you

<input type="checkbox"/> Consent of the data subject;	
<input type="checkbox"/> Processing necessary for the performance of a contract with the data subject or to take steps to enter into a contract	
<input type="checkbox"/> Processing necessary for compliance with a legal obligation	
<input type="checkbox"/> Processing necessary to protect the vital interests of a data subject or another person	

The Kleen Team Limited Email: info@thekleenteam.co.uk Website: www.thekleenteam.co.uk

Company Address: Earl Business Centre, Dowry Street Oldham OL8 2PF

Telephone: 0800 0282 256 Director: A Mason & T Mason

Company Number: 7246244 Vat Number: 157447192

<input type="checkbox"/> Processing necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller	
<input type="checkbox"/> Processing necessary for the purposes of the legitimate interests of the data controller or a third party, except where such interests are overridden by the interests or fundamental rights or freedoms of the data subject	

a) Special categories of personal data (article 9 of GDPR)

Our lawful basis for processing your special categories of data:

<input type="checkbox"/> Explicit consent of the data subject	
<input type="checkbox"/> Processing necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement	
<input type="checkbox"/> Processing necessary to protect the vital interests of a data subject or another individual where the data subject is physically or legally incapable of giving consent	
<input type="checkbox"/> Processing carried out by a not-for-profit body with a political, philosophical, religious or trade union aim provided that the processing relates only to members or former members (or those who have regular contact with it in connection with those purposes); and there is no disclosure to a third party without consent	
<input type="checkbox"/> Processing relates to personal data manifestly made public by the data subject	
<input type="checkbox"/> Processing necessary for the establishment, exercise or defence of legal claims or where courts are acting in their judicial capacity	
<input type="checkbox"/> Processing necessary for reasons of substantial public interest on the basis of EU or Member State law	
<input type="checkbox"/> Processing necessary for reasons of preventative or occupational medicine, for assessing the working capacity of an employee, medical diagnosis, the provision of health or social care or treatment or management of health or social care systems and services on the basis of EU or Member State law or a contract with a health professional	

The Kleen Team Limited Email: info@thekleenteam.co.uk Website: www.thekleenteam.co.uk

Company Address: Earl Business Centre, Dowry Street Oldham OL8 2PF

Telephone: 0800 0282 256 Director: A Mason & T Mason

Company Number: 7246244 Vat Number: 157447192

<input type="checkbox"/> Processing necessary for the reasons of public interest in the area of public health	
<input type="checkbox"/> Processing necessary for archiving purposes in the public interest, or scientific and historical research purposes or statistical purposes	

6. Sharing your personal data

Your personal data will be treated as strictly confidential and will not be shared outside of the company.

7. How long do we keep your personal data?

We keep your personal data for no longer than reasonably necessary and destroyed we only retain your data for the following purposes such as sending invoice / emails / telephone and post. This information is destroyed after the services has ceased between yourself and the business.

8. Providing us with your personal data

You are under no statutory or contractual requirement or obligation to provide us with your personal data. But failure to do so we will have no obligation to carry out the services the business provides.

9. Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data:

- The right to request a copy of the personal data which we hold about you;
- The right to request that we correct any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary to retain such data;
- THE RIGHT TO WITHDRAW YOUR CONSENT TO THE PROCESSING AT ANY TIME, WHERE CONSENT WAS YOUR LAWFUL BASIS FOR PROCESSING THE DATA.
- The right to request that we provide you with your personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability), (where applicable i.e. where the processing is based on consent or is necessary for the performance of a contract with the data subject and where the data controller processes the data by automated means);
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data, (where applicable i.e. where processing is based on legitimate interests (or the performance of a task in the public interest/exercise of official authority); direct marketing and processing for the purposes of scientific/historical research and statistics).

•

10. Transfer of Data Abroad

WE DO NOT TRANSFER PERSONAL DATA OUTSIDE THE EEA

The Kleen Team Limited Email: info@thekleenteam.co.uk Website: www.thekleenteam.co.uk

Company Address: Earl Business Centre, Dowry Street Oldham OL8 2PF

Telephone: 0800 0282 256 Director: A Mason & T Mason

Company Number: 7246244 Vat Number: 157447192

11. Automated Decision Making

WE DO NOT USE ANY FORM OF AUTOMATED DECISION MAKING IN OUR BUSINESS.

12. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions.

13. Changes to our privacy policy & Monitoring

Any changes we may make to our privacy policy will be reviewed annual in the future will be posted on this page and, where appropriate, notified to you by e-mail. Please check back frequently to see any updates or changes to our privacy policy.

14. Contacting us

This GDPR policy was published on 20th April 2020. We may change this policy from time to time. You should check this policy occasionally to ensure you are aware of the most recent version that will apply each time you access this website. We will also attempt to notify users of any changes by; email or post.

If you have any questions about this policy or the information we hold about you, please contact us at info@thekleenteam.co.uk or post to Earl Business Centre Dowry Street Oldham OL8 2PF

The Kleen Team Limited Email: info@thekleenteam.co.uk Website: www.thekleenteam.co.uk

Company Address: Earl Business Centre, Dowry Street Oldham OL8 2PF

Telephone: 0800 0282 256 Director: A Mason & T Mason

Company Number: 7246244 Vat Number: 157447192