

Loomis UK LTD – Data Controller

Privacy Notice for customers and suppliers (Partners)



The Right to be informed

Loomis treats our Partner's privacy and the personal data collected very seriously. Loomis do all that they can to ensure that the data held is protected and processed correctly. Loomis UK has its own Privacy Compliance Department for making sure all personal data within the organisation is managed correctly.

This privacy notice is in place to detail: the information that is required to be held, why it is collected, the legal basis for processing, how we use the information, who it is shared with, how long it is kept for, how it is kept secure, transfer to other countries, rights of the data subject and also how to access & update that information. Loomis UK complies with data protection law. If there is anything which requires clarification please refer to the 'Further Information' section at the end of this document.

Information that we collect & why

You will need to provide various pieces of information when becoming a Partner of Loomis in order to fulfil the business contract / relationship. Your information will not be used for any other purposes other than those stated when collected. If you are unwilling to provide this limited personal information then it may result in the breakdown of any business to business contract / relationship. We do not rely on consent though to process this data; the lawful reasons are legitimate interests of the business and to set up a contract / relationship.

What we collect:

Employee Name, Employee Contact Details, Employee Signatures, Job Title, Company Name & Address, Company Credit Check, Potential Images / Voice of Staff (see 'CCTV' section further below) and Personal ID & Biometric Data if you ever visit our secure locations.

Why we collect it:

- To vet and check our eligibility to do business with you
- To fulfil our mutually agreed contract / relationship
- To contact you in relation to the work carried out in the contract / relationship
- To allow access to any of our secure facilities if required
- For the safety and security of the partner and Loomis staff

How we use the information that we collect

The Data is only used for contact for reference purposes to enable Loomis UK to provide: written notices; management information; analysis and any correspondence in the course of providing / receiving the Services.

We will only use your personal information for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose e.g. contacting you at contract renewal / tender dates and also with competitors as this is deemed as a legitimate business interest. If we need to use your personal information for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.

Who the information is shared with and how

We may have to share your personal information with third parties where required by law, or where it is necessary to administer the contract relationship or where we have another legitimate interest in doing so. This may on very rare occasions be shared with our Loomis Group Head Quarters in Sweden but only where required to do so and in line with the purposes the data was collected. This may be shared by way of email but with staff within the Loomis network and the Loomis email system is a Loomis Group system of Sweden.

Loomis will only share your information in order to complete its legal & contractual obligations within the legitimate interests of the business. It may also be in your specific vital interest. If the purpose of sharing data is outside of what would be expected this will be highlighted at the time of collection.

How long the information is stored

As we only process the Basic Data in pursuance of the contracted Services we would typically only retain the Data for a minimum period of 6 (six) years after the expiry or earlier termination of any contract that governs the supply of the Services. Some contact detail may be held longer electronically in line with our IT retention policies but again will be minimal data which was used for the pursuance of the contract. Loomis may, instead of destroying or erasing your Personal Data, make it anonymous such that it cannot be associated with or tracked back to you in any way.

How we keep the information secure

Loomis UK has a data privacy regime in place to oversee the effective and secure processing of all Data processed by Loomis UK. All hard copy data is held within highly secure locations with restricted access. Sensitive / Special Category personal data is also held in locked cabinets within locked rooms. Electronic personal data is also kept very secure, encrypted, behind firewalls and our IT Policy Framework ensures the strictest security.

Transfer to other countries

The only country of transfer would be to our Loomis Group in Sweden and would be very rare. This would be within our encrypted email system which is hosted by Loomis Group. All data is within the EU and regulated under the GDPR of which Loomis as a whole works to in every EU Country.

CCTV on Vehicles and Body Worn Video

Loomis may capture images and or audio of customer locations both internally and externally along with members of customer/supplier staff and members of the public with vehicle CCTV & Body Worn Video.

Loomis CCTV Surveillance cameras are of an "overt" nature and the data captured is only reviewed if there is a specific incident. Data

is stored for no longer than required and is secured within our premises and vehicles and can only be accessed by authorised people. Data may be shared to appropriate Loomis staff internally, Customers, Alarm Receiving Centres, Insurers and Law Enforcement. This will be limited to specific incidents only and only viewed / copied by exception.

All of these systems have been Risk Assessed and documented as part of the Loomis Data Privacy Impact Assessment (DPIA) process to ensure compliance with the UK Data Protection Act and the EU General Data Protection Regulation. The likelihood of needing to view images of partners / partner's staff is rare. If you have any questions please see the 'Further Information' section at the end of this document.

Visiting Loomis Premises

If our partners have to visit Loomis secure locations, before they do so they must please refer to the document entitled 'Loomis UK GDPR – Privacy Notice for Visitors to Site'.

Services for Transporting / Storing Personal Data

If you plan to utilise Loomis to transport and or store personal data from your company and or employees then this must be notified to Loomis without delay. Transporting of personal data without the correct agreements and processes in place may place both the Partner and Loomis in breach of Data Protection Law and the GDPR. Depending on the kind of personal data it may have to be risk assessed before a decision can be made on providing the service.

Sole Traders, Trading Names and Partnerships

Where a sole proprietor is operating under a trade name, any data recorded about or under the trade name is likely to be personal data and covered by the GDPR, as it is immediately identifiable with the person running the business. Similarly, partnerships fall within the scope of the GDPR as will information about those working within limited companies

e.g. Partner Staff, Directors Etc. Information about the company itself, however, is not covered by GDPR.

Please be aware that processing of your personal data, if you are a sole trader, (Name, Address, Bank Details and Contact Details) is required for the legitimate interest of mutual contact, performance of the contract and legal obligation for tax and payment purposes and will not be used for any purposes outside of these unless we notify you otherwise: The above is also true if you are a limited company registered with companies house, we still require staff names, contact details and email addresses which constitute personal data.

Credit Reference Agency Checks

For all our partners, but in particular for sole traders, we will supply your personal information to credit reference agencies (CRAs) and they will give us information about you, such as about your financial history. Due to the nature of our business we do this to assess creditworthiness and product suitability, check your identity, manage your account, trace and recover debts and prevent criminal activity. We will also continue to exchange information about you with CRAs on an ongoing basis, including about your settled accounts and any debts not fully repaid on time. CRAs will share your information with other organisations. The identities of the CRAs, and the ways in which they use and share personal information, are explained in more detail at <http://www.experian.co.uk/crain/index.html>

Again, if you are not willing to provide your personal data as a Sole Trader then this may affect Loomis being able to provide services to you. We do not rely on consent though to process this data, the lawful reasons are legitimate interest, contract and legal obligation.

Rights of the Data Subject

Under the GDPR Data Subjects have defined rights. In order to protect their privacy, individuals shall be empowered with information and choices about how Loomis follow these rights and how we process personal data. Loomis UK have a Policy for managing requests from Data Subjects. For further information please refer to the 'Further Information' section at the end of this document.

Automatic Decision Making / Profiling

Loomis UK does not take part in any of the above activities. Our line of business means it is not necessary for this to occur.

How to complain

Should you have a complaint about how we handle your data you must make your complaint in writing to the Loomis UK Privacy Compliance Department at the following address:

Loomis UK Limited, 2nd Floor, The Lookout, 4 Bull Close Road, Nottingham, NG7 2UL United Kingdom

Alternatively via email to: uk.privacy.compliance@loomis.com

In accordance with the requirements of the GDPR, Data Protection Act 2018 and Data Use and Access Act (DUAA) 2025, the Loomis UK Privacy Compliance Department will:

- acknowledge your data protection complaint within 30 days of receipt;
- without undue delay, take appropriate steps to respond to your complaint, including making appropriate enquiries, and keep you informed; and
- without undue delay, let you know the outcome of your complaint.

Further Information

Further information and advice can be obtained on the ICO's website with regards to your rights and on how to deal with a subject access request or make a complaint, see 'ico.org.uk' or call them on 0303 123 1113.

Loomis can be contacted with regard to our management of personal data as per below:

Privacy Compliance Department, Loomis UK Ltd, 2nd Floor, The Lookout, 4 Bull Close Road, Nottingham, NG7 2UL

Email: uk.privacy.compliance@loomis.com

ICO Registration - Loomis UK Limited – Registration No: Z7179898