



Privacy Notice for Business Partners

PRIVACY NOTICE FOR BUSINESS PARTNERS

About this privacy notice

The NG Bailey Group of Companies, which includes NG Bailey Group Limited, NG Bailey Limited, NG Bailey IT Services Limited, NG Bailey Facilities Services Limited, The Freedom Group of Companies Limited, Denton Hall & Estate Limited and NGBF Holdings Limited (“we”, “us”, “NG Bailey”) takes the protection of your personal data very seriously and is committed to Data Protection and Information Security in accordance with the UK General Data Protection Regulation (“UK GDPR”). References to NG Bailey, we, us or our in this privacy notice refers to the relevant NG Bailey Group Company responsible for processing your data.

This notice applies to all prospective, current, and former clients, subcontractors, suppliers, agents, and other third-party representatives of NG Bailey, collectively referred to as ‘business partners’ in this notice.

This privacy notice explains what information we may collect about an individual, how we may use it, and the steps we take to ensure that it is kept secure. We also explain your rights in respect of your personal data.

We may update this notice at any time, which will be available to view in its latest form, at any time, on our website, www.ngbailey.com or, on request, to data@ngbailey.co.uk.

Information about you

NG Bailey operates through a number of companies including the one with which you may be, are or have been engaged.

Prior to and during the course of your business relationship with us, you may provide personal information about yourself, your employees, or other individuals for whom you control or process their personal data, by a number of means such as on hard copy or electronic forms, via online systems or through various forms of correspondence or orally.

If you are acting in the capacity of a company, partnership, limited liability partnership or another legal entity other than an individual in the course of your business relationship with us, and you provide to us personal information about your employees or other individuals. You do so in your capacity as processor of that personal data and accordingly you retain responsibility to implement and maintain all the technical and organisational measures to comply with the obligations of processor under UK General Data Protection Regulation, and in accordance with NG Bailey’s Supplier Data Processing Addendum, available to view in its latest form, at any time, on our website, www.ngbailey.com or, on request, to data@ngbailey.co.uk.

References to ‘you’ in in the remainder of this notice are:

- a) To you as an individual if you are providing your own personal data
- b) If you are acting in the capacity of a company, partnership, limited liability partnership or another legal entity other than an individual, to your employees or other individuals for whom you control or process their personal information whose personal information you provide to us in the course of our business relationship

This information about an individual is known as ‘personal data’, such as name, address, e-mail address and telephone number, and may include ‘sensitive personal data’, such as biometric data and information about health, sexual orientation, trade union membership, religious or other beliefs, racial/ethnic origin or criminal convictions or proceedings.

In our normal course of business with our business partners we may collect the following categories of personal data about you:

Identity data: for example, name, date of birth, home address, national insurance number

Contact data: for example, personal email address, mobile phone number, home address

Finance and Tax data: for example, job title, qualifications, hours worked, time charged, expenses incurred, bank details, national insurance number

For pre-employment screening and security clearance: for example previous address history (up to 5 years), national insurance number, proof of right to work in UK, criminal or fraud convictions.

Diversity and Inclusion data: for example, gender and ethnicity

Biometric Data: for example, images captured on security CCTV footage

How we use your information and why?

We will only use your personal data as the law allows us to. The legal basis will vary depending on the reason we are processing your personal data. Sometimes we might rely on more than one legal basis when we process your personal data depending on the reason why we are processing your personal data. Most commonly we will use your personal information in the following circumstances:

1. We have a contractual obligation under our contract with you or to take steps at your request before entering into such a contract
2. We have a legal obligation
3. We need it to perform a public task
4. We have a legitimate interest
5. In limited circumstances, where we have your consent to do so, subject to your right to withdraw consent (further details provided in the section headed "Your rights" below)

NG Bailey will process your personal data as part of a contractual obligation for the purposes of recruitment, employment, record keeping, management of the business operational and payment processes.

NG Bailey will process your personal data for compliance with a legal obligation, for example to comply with employment laws, tax laws and health and safety laws.

NG Bailey will process your personal data to pursue our legitimate interests provided your interests and fundamental rights do not override those interests, for example, in order for us to comply with our core business contractual requirements, such as for the procurement and administration of our construction, engineering and service projects.

Internet and e-mail usage may be monitored or recorded, in accordance with NG Bailey ICT policies, to pursue our legitimate interests provided your interests and fundamental rights do not override those interests, for example, for quality control, training, compliance and security purposes. Telephone usage may be monitored and recorded, in accordance with NG Bailey ICT policies, to pursue NG Bailey's legitimate interests provided your interests and fundamental rights do not override those interests, for example, for administrative purposes. Therefore, personal data about you may be processed in the course of such monitoring and/or recording.

Special categories of sensitive personal information such as about your health, racial or ethnic origin, sexual orientation and trade union membership has a higher level of protection under the UK General Data Protection Regulation, and we need to have a further reason for processing this type of personal information. NG Bailey may process special categories of personal data:

1. In limited circumstances with your consent
2. Where we need to carry out our legal obligations
3. Where it is needed in the public interest such as for demographics and equal opportunities monitoring when personal data, including racial or ethnic origin, sexual orientation and disability may be processed for the purpose of understanding the demographics of the NG Bailey workforce and will not be used to make any decisions affecting you during the course of your relationship with NG Bailey
4. Where it is necessary to protect you or another person from harm
5. Where it is in the public interest, such as video footage captured on security CCTV, for the purpose of detecting and preventing crime

We may also process this type of information where necessary in relation to legal claims or where you have already made the information public.

Due to the nature of our operations, we may disclose and share personal data with other NG Bailey companies who may jointly process such information for the purposes described in this notice.

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. 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.

We may process your personal data without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

If you fail to provide personal data

Where we need to collect personal data from you in order to comply with our legal obligations or to perform a contract we have with you, and you fail to provide that data when requested, we may not be able to perform the relevant contract (for example providing you with services) In this case we may have to cancel the relevant contract.

Who we share information with

NG Bailey sometimes uses external third-party providers for the provision of certain aspects of its administration functions and operational processes and also for the provision of professional services, such as legal and financial advice and insurance-related services. This means that NG Bailey may share your personal data with such external organisations in order that they may provide their services.

NG Bailey supplies services to various clients who may require certain information such as the name, role, professional qualifications, certifications and any licences of individuals for whom you have provided personal data, and other information as may be specifically requested by the client or prospective client. In these circumstances, NG Bailey will provide your personal data to prospective clients (for example in bid documents), to existing clients (for example for site security) and to any third parties appointed by such clients to undertake verification processes. Such information is provided by NG Bailey in order to demonstrate to relevant clients that NG Bailey is using appropriately qualified and experienced individuals on relevant sites and projects or to comply with the reasonable requirements of a client in relation to a particular project.

NG Bailey supplies services to various clients where security clearances, identity verification or criminal convictions information is required. In such circumstances, NG Bailey will ask for certain data from you, which may be shared with relevant third parties and other end clients or regulatory authorities, who may also ask you for further data in their own right. NG Bailey process this data for the provision of vetting services to fulfil legal and/or regulatory requirements and will not process this data except for the specific purpose of obtaining the required clearances/verifications. NG Bailey will retain a record of the vetting/clearance results for administrative purposes, and for the effective maintenance of a security clearances, but not the personal data provided by you during this process.

NG Bailey's assurance to you

All information that is obtained will be processed by NG Bailey in accordance with UK General Data Protection Regulation and shall be processed by NG Bailey as explained in this notice.

We will share your personal data with third parties where required by law, as required to perform our obligations to you, or where we have a legitimate interest to do so. All our third-party service providers who process personal data on our behalf are required to take appropriate security measures to protect your personal information in line with UK General Data Protection Regulation. We do not allow such third-party service providers to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes and in accordance with our instructions.

International transfers

NG Bailey may transfer personal data to locations outside the United Kingdom, for example, to service providers. If this occurs, NG Bailey will take steps to ensure that your personal data receives essentially equivalent protection as if it were being processed inside the UK by ensuring at least one of the following safeguards is implemented:

- We will transfer your personal data to countries (such those in the EEA) that have been deemed to provide an adequate level of protection for personal data by UK adequacy regulations
- In some instances, we will take steps to ensure that the recipient has an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal information and that appropriate and suitable safeguards are in place to comply with data protection legislation such as standard contractual clauses adopted or approved by the ICO. Please contact us if you want further information on and a copy of such arrangements

Your rights

Under the UK General Data Protection Regulation, you have a number of 'rights', in respect of your personal information. Specifically, you have the right:

- To be informed about the processing of your data
- Access to the information we hold and to receive certain information relating to that data
- To rectification of any errors on the information we hold on you or to complete incorrect data
- To erasure of information we hold if it is no longer necessary in relation to the purposes for which it was collected or processed or if you have successfully objected to the processing (note that we may not always be able to comply with your erasure request for specific legal reasons which will be notified to you, if applicable, at the time of your request)
- To object to how we process your information in certain circumstances, including the right to ask us not to process your personal data for marketing purposes
- To restrict processing, for example, if you want us to establish the accuracy of data or you have objected to our use of your data but we need to verify whether we have overriding legitimate grounds to use it
- To be aware of any the existence of automated decision-making including profiling (using your information).
- To receive or ask us to transfer the information to a third party in a structured, commonly used and machine readable form (note that this right only applies to automated information which you initially provided consent for us to use or where we used the information to perform a contract with you)

You have a right to exercise these rights at any time and will not usually have to pay a fee to do so. Please contact us using the details below to make a request. We will respond to all requests within one month although occasionally it may take us longer where your request is complex or you have made a number of requests, in which case we will notify you and keep you updated.

In limited circumstances, where we are processing personal data relating to you for a particular purpose on the basis of consent you may withdraw your consent to that specific processing at any time. Please see the contact details below to withdraw your consent. Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose you originally agree to, unless we have another legitimate basis for doing so in law.

Your confirmation to NG Bailey

You confirm that all personal information you provide to us is accurate and current. Please keep us informed if any personal information changes during your working relationship with us.

We are only responsible for our privacy practices and security of our systems. If, as one of our business partners, you provide NG Bailey with information about any individuals, you retain responsibility for your control of their personal data and confirm that they have agreed and/or appointed you to provide the information and you have obtained any necessary consents from them to the processing of their personal data, and that you have informed them of our identity and the purposes for which their personal data will be processed.

How long we hold this information

The personal information you provide to us will be retained only for as long as necessary to fulfil the purposes for which the information was collected or as required by law.

Details of retention periods for different aspects of your personal information are available in our Document Retention and Destruction Policy which is available on request to data@ngbailey.co.uk.

Who should you contact and where to make a complaint

If you would like to speak to someone about the UK General Data Protection Regulation or your personal data or wish to exercise any of your rights, you should contact data@ngbailey.co.uk or alternatively write to Data, NG Bailey Limited, 7 Brown Lane West, Leeds, LS12 6EH.

If you prefer to speak directly to the Information Commissioners Office (ICO) then they can be reached at www.ico.org.uk and on the contact details below.

If you have a complaint regarding any aspect of your personal data or this privacy notice, please email data@ngbailey.co.uk or write to us at the above address.

You also have a right at any time to make a complaint to the Information Commissioner's Office. The ICO's contact details are:

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
Helpline number: 0303 123 1113
ico.org.uk/make-a-complaint/

We would, however, appreciate the chance to deal with your concerns before you approach the ICO so please do contact us in the first instance using either of the above contact details, and we shall endeavour to resolve your complaint.

Version Control

| Version | Last amended | Author | Action taken |
|---------|---------------|--------------|--------------------------------------------|
| 1.0 | August 2022 | Butler, Emma | Document created |
| 2.0 | December 2023 | Emma Judge | External legal comment and internal update |