



## Fire Link Fire & Safety Services

29 Daniell Crest,  
Warminster,  
Wiltshire.  
BA12 8NZ

t: 0844 335 1337

e: [info@firelinkltd.co.uk](mailto:info@firelinkltd.co.uk)

[www.firelinkltd.co.uk](http://www.firelinkltd.co.uk)

### **PRIVACY NOTICE**

This privacy notice is a public declaration of how Fire Link Ltd applies to Data Protection principles and rights afforded to individuals by the General Data Protection Regulation (GDPR) to the personal data that we process.

#### **Who is collecting information about me?**

Trading Name: Fire Link Ltd

Company Number: 3628095

Registered Office Address: 29 Daniell Crest, Warminster, Wiltshire, BA12 8NZ

Point of Contact: Office Manager, Fire Link Ltd, 29 Daniell Crest, Warminster, Wiltshire, BA12 8NZ

Email: [info@firelinkltd.co.uk](mailto:info@firelinkltd.co.uk)

Website: [www.firelinkltd.co.uk](http://www.firelinkltd.co.uk)

#### **What is your legal basis for processing information?**

Fire Link Ltd process your data on the legal basis of contractual obligations.

#### **What are the Contractual obligations being perused that allow you to process my information?**

Fire Link act as a Data Controller of our Employee, Customer, and Supplier data and a controller determines the purpose and means of processing personal data.

A process is responsible for processing personal data on behalf of a controller.

The data collected and processed is required to fulfil the contract between the customer and Fire Link Ltd and Fire Link Ltd and the supplier as instructed in the signed contract.

Data is collected from the information sheet that is completed by Fire Link Ltd when the customer first contacts Fire Link Ltd.

#### **What Information are you collecting about me?**

We collect and store data for the purpose of providing a service thus fulfilling a contract to the customer.

The Categories of personal data that we collect, and process are:

**Customers:**

Personal details: contact name, address, email, telephone number.  
Financial details: bank account information.



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**Suppliers:**

Personal details: contact name, email, telephone number  
Financial Details: bank account information

**Who might you share the information with?**

We do not give your information to anyone outside of our organisation and is only shared to complete contracts.

**What rights do I have?**

You have the following individual rights. Should you have any enquiries about how we use your data or wish to action your rights please contact:

Office Manager, Fire Link Ltd, 29 Daniell Crest, Warminster, Wiltshire, BA12 8NZ

Fire Link Ltd provides fair processing by way of this privacy notice.

You have the right to obtain confirmation about how we are processing your personal information data and what we hold about you. You can view this by requesting a copy of it.

If any information held is inaccurate or incomplete, you have the right to have that information corrected or completed. You have the right for your information to be erased. We will delete or remove your information on request if there is no reason for us to keep it, such as for ongoing administration of your account.

You have the right to object at any time based on contractual obligations of Fire Link Ltd acting as a data controller.

In the unlikely advent of a data breach we will launch an investigation into how the breach happened, the steps and measures to stop it happening again in the future. You will be notified within 72 hours of the breach to inform you what data has been taken and how we plan to protect your data.

If you wish to discuss your personal data or lodge a concern about the way in which it is handled, please use any of the following details:

Email: [info@firelinkltd.co.uk](mailto:info@firelinkltd.co.uk)

Post: Fire Link Ltd, 29 Daniell Crest, Warminster, Wiltshire, BA12 8NZ