

Cleaning & Facilities Management Services

Who we are and what we do:

Our primary service is routine cleaning and facilities management of offices and commercial sites. We work for a range of clients to deliver a bespoke cleaning and facilities management programme which is measured and reviewed regularly.

Why we need your information and how we use it:

We need the information to fulfil our contractual obligations with yourself.

We collect personal data to undertake the following;

- To provide you with the appropriate services;
- Help us develop and improve our services;
- Complete statistical return to Government departments;
- Measure whether our services are improving the provision of cleaning services;
- To maintain our own accounts and records;

The lawful basis for processing your personal data is the following:

- ✓ Contract: the processing is necessary for a contract we have with yourself.

What type of information is collected from you:

In order to effectively and efficiently provide our services to you the following information is collected:

- name

- address
- email address
- contact number

Whom your information may be shared with (internally and externally):

Your data may be shared with the following:

- Internal departments
- Greenwich Service Solutions Ltd
- The Royal Borough of Greenwich
- External auditors
- Safety Culture
- Suppliers
- Other third-party organisations, as allowed by law
- Other partner agencies that provide services on our behalf
- Agencies with whom we have a duty to co-operate, such as police

How long we keep your information (Retention policy):

Your personal data will not be retained for longer than necessary in relation to the purposes for which they were collected and will be kept for the duration of our contract with yourself.