

Facilities Management Services

Who we are and what we do:

The Facilities Management Team focuses upon the efficient and effective delivery of support services for RBG. It serves to ensure the integration of people, systems, place, process, and technology. The team has responsibilities for the day-to-day running of the depot, including building maintenance and security of the premises and employees.

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;
- 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 yourselves.

What type of information is collected from you:

In order to effectively and efficiently provide the service the following information is collected:

- name
- address
- contact number

- CCTV Image
- Vehicle Registration numbers
- ID badges with photos
- Payroll numbers

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

your data may be shared with the following:

- Internal departments
- Greenwich Service Solutions Ltd
- Royal Borough of Greenwich
- 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):

Personal data will not be retained for longer than necessary in relation to the purposes for which they were collected i.e for the duration of the contract. The CCTV images will be retained for a period of 30 days.