

## **Quality Health & Safety Services (QHSE)**

### **Who we are and what we do:**

The QHSE Team focuses on implementing administrative and procedural activities in a quality system so that requirements and goals for our services or activities are fulfilled.

### **Why we need your information and how we use it:**

We collect personal data and this will be used to undertake the following;

- To conduct investigations
- -To provide you with the appropriate services;
- Help us develop and improve our services
- To prevent mistakes and defects in our services and avoiding problems when delivering solutions or services to customers
- To maintain our own accounts and records

The lawful basis for processing your personal data is set out in Article 6 of the GDPR and 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 the services the following information is collected:

- Name
- address
- contact number
- CCTV footage

### **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
- HSE
- AssessNet
- Insurers
- External auditors
- CHAS
- FORS
- 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 and or for the duration of the contract.