

# Vanguard Frontline Security Solutions Limited - Privacy Notice

This privacy notice tells you what to expect us to do with your personal information.

- [Contact details](#)
- [What information we collect, use, and why](#)
- [Lawful bases and data protection rights](#)
- [Where we get personal information from](#)
- [How long we keep information](#)
- [Who we share information with](#)
- [How to complain](#)

## Contact details

[legal@vanguard-security.co.uk](mailto:legal@vanguard-security.co.uk)

## What information we collect, use, and why

We collect or use the following information to **provide and improve products and services for clients**:

- Names and contact details
- Addresses
- Occupation
- Transaction data (including details about payments to and from you and details of products and services you have purchased)
- Usage data (including information about how you interact with and use our website, products and services)
- Records of meetings and decisions

We collect or use the following personal information for **information updates or marketing purposes**:

- Names and contact details
- Marketing preferences
- Website and app user journey information

We collect or use the following personal information for **recruitment purposes**:

- Contact details (e.g. name, address, telephone number or personal email address)
- Date of birth
- National Insurance number
- Employment history (e.g. job application, employment references or secondary employment)
- Right to work information
- SIA License Number

## Lawful bases and data protection rights

Under UK data protection law, we must have a “lawful basis” for collecting and using your personal information. There is a list of possible [lawful bases](#) in the UK GDPR. You can find out more about lawful bases on the ICO’s website.

Which lawful basis we rely on may affect your data protection rights which are set out in brief below. You can find out more about your data protection rights and the exemptions which may apply on the ICO’s website:

- **Your right of access** - You have the right to ask us for copies of your personal information. You can request other information such as details about where we get personal information from and who we share personal information with. There are some exemptions which means you may not receive all the information you ask for. [Read more about the right of access.](#)
- **Your right to rectification** - You have the right to ask us to correct or delete personal information you think is inaccurate or incomplete. [Read more about the right to rectification.](#)
- **Your right to erasure** - You have the right to ask us to delete your personal information. [Read more about the right to erasure.](#)
- **Your right to restriction of processing** - You have the right to ask us to limit how we can use your personal information. [Read more about the right to restriction of processing.](#)

- **Your right to object to processing** - You have the right to object to the processing of your personal data. [Read more about the right to object to processing.](#)
- **Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you. [Read more about the right to data portability.](#)
- **Your right to withdraw consent** – When we use consent as our lawful basis you have the right to withdraw your consent at any time. [Read more about the right to withdraw consent.](#)

If you make a request, we must respond to you without undue delay and in any event within one month.

To make a data protection rights request, please contact us using the contact details at the top of this privacy notice.

## Our lawful bases for the collection and use of your data

Our lawful bases for collecting or using personal information to **provide and improve products and services for clients** are:

- **Contract** – we have to collect or use the information so we can enter into or carry out a contract with you. All of your data protection rights may apply except the right to object.

Our lawful bases for collecting or using personal information for **information updates or marketing purposes** are:

- **Consent** – If you have contacted us via our website, we have permission from you after we gave you all the relevant information (this document). All of your data protection rights may apply, except the right to object. To be clear, you do have the right to withdraw your consent at any time.
- **Legitimate interests** – we’re collecting or using your information because it benefits you, our organisation or someone else, without causing an undue risk of harm to anyone. All of your data protection

rights may apply, except the right to portability. Our legitimate interests are:

- Vanguard Frontline Security Solutions Limited has a legitimate interest in promoting and growing its business by keeping clients, prospective clients, and partners informed about its services, updates, and relevant industry information. We only process personal information (such as names, business contact details, and communication preferences) where it is necessary to maintain existing relationships or develop new business opportunities, and where doing so does not override the individual's fundamental rights and freedoms. We ensure that all marketing or information updates are relevant, infrequent, and proportionate, and that recipients can opt out or withdraw consent at any time.

For more information on our use of legitimate interests as a lawful basis you can contact us using the contact details set out above.

Our lawful bases for collecting or using personal information for **recruitment purposes** are:

- Legitimate interests – we're collecting or using your information because it benefits you, our organisation or someone else, without causing an undue risk of harm to anyone. All of your data protection rights may apply, except the right to portability. Our legitimate interests are:
  - We process personal information for recruitment purposes under Article 6(1)(b) of the UK GDPR, as the processing is necessary to take steps at the request of the individual prior to entering into an employment contract. We may also rely on Article 6(1)(f) where processing is necessary for our legitimate interest in managing and improving our recruitment processes. We do not carry out separate criminal record checks for licensed security staff, as the Security Industry Authority (SIA) conducts comprehensive criminal record vetting as part of its licensing process. We verify each individual's SIA licence status to ensure it is valid and current, and record this as part of our recruitment and compliance procedures.

For more information on our use of legitimate interests as a lawful basis you can contact us using the contact details set out above.

## Where we get personal information from

- Directly from you
- Publicly available sources

## How long we keep information

### **Marketing / Venue Contacts:**

We retain business contact information for potential and existing clients for as long as it is necessary to maintain our professional relationship or to manage future business opportunities.

Contact details used for marketing or business development purposes are reviewed regularly, and we remove or update information that is no longer relevant. We normally keep marketing contact data for up to **two years after the last meaningful interaction**, unless you ask us to delete it sooner.

### **Recruitment:**

We retain personal information collected for recruitment purposes only for as long as necessary to manage our recruitment processes and meet legal obligations.

If your application is unsuccessful, we normally keep your information for up to **12 months** after the recruitment process ends in case other suitable opportunities arise or to respond to any employment law claims.

If you are hired, your data becomes part of your employee record and is retained for up to **6 years** after the termination of your employment.

## Who we share information with

### Data processors

#### **Google**

This data processor does the following activities for us:

We use Google Workspace (provided by Google Ireland Limited) to host and manage our company emails, documents, and files. This means Google acts as a data processor on our behalf, processing information solely under our instructions to support our business operations. Google provides secure cloud storage and collaboration tools that help us manage communications, client records, and recruitment data. Google does not use this information for its own purposes.

## How to complain

If you have any concerns about our use of your personal data, you can make a complaint to us using the contact details at the top of this privacy notice.

If you remain unhappy with how we've used your data after raising a complaint with us, you can also complain to the ICO.

The ICO's address:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Helpline number: 0303 123 1113

Website: <https://www.ico.org.uk/make-a-complaint>