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## PRIVACY POLICY

Omega Building Services Ltd is a Mechanical Services Contractor which has been established since 1989, undertaking works across London and the Southeast.

We carry out mechanical services installations to new build and refurbishment projects across a range of sectors, such as residential, education, healthcare, heritage, commercial and leisure. We operate from our offices based in Caterham, Surrey.

We process personal data for 4 main reasons:

1. In relation to client organisations and their employees.
2. As employers.
3. In the performance of a supplier contract.
4. If we have permission from the user, or where otherwise allowed by law, to market to them

### Who we share information with:

We will not share your information with any third parties unless:

1. It is necessary in the performance of our contractual obligation to you.
2. They are a third-party data processor acting on our instruction.

### Lawful Basis

Our lawful basis for processing your personal information is set down in the General Data Protection Regulation (GDPR) under Article 6(1)(b) **contract**: the processing is necessary for a contract we have with you, or because you have asked us to take specific steps before entering into a contract.

Where we market to you our lawful basis for processing your personal information is set down in the GDPR under Article 6(1)(f): **legitimate interests**: the processing is necessary for Omega Building Services Ltd' legitimate interests or the legitimate interests of a third party unless there is a good reason to protect the personal data which overrides those legitimate interests.

### Collection of personal information

We may gather information about you when you fill in forms on our website at [www.omegabs.co.uk](http://www.omegabs.co.uk) and when you contact us by phone or email. The information you give us may include (but is not restricted to) your name, postal address, email address, landline and/or mobile telephone number, and information about your employment (including your job title, responsibilities and employer's details) as well as other personal information.



## **Security**

We are committed to ensuring that your information is secure. To prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we process.

## **Use of data processors**

Data processors are third parties who necessarily provide elements of our internal practices. We have contracts in place with our data processors. This means that they cannot do anything with your personal information unless we have instructed them to do it. They will not share your personal information with any organisation apart from us. They will hold it securely and retain it for the period we instruct.

## **Use of other third parties**

Some third parties with whom we share your data are data controllers in their own right in which case they will have their own retention periods. We have contracts with all third parties to ensure the security of your data that we share with them.

## **Cookies & Links to other websites**

We use cookies on our website to provide you with a better user experience. Some cookies are required to enjoy and use the full functionality of the website. Your web browser should provide you with the controls to manage and delete cookies from your device, please see your web browser options. Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. We cannot be responsible for the protection and privacy of any information which you provide whilst visiting these sites and those sites are not administrated by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website with which you are engaging.

## **Employees and Contractors**

Omega Building Services is the data controller for the information you provide during the employment and application process unless otherwise stated. If you have any queries about the process or how we handle your information, please contact us.

## **What will we do with the information you provide to us?**

All the information you provide during the process will only be used for the purpose of progressing your application, or to fulfil legal or regulatory requirements. We will not share any of the information you provide during the recruitment process with any third parties for marketing

purposes or store any of your information outside of the European Economic Area. The information you provide will be held securely by us and/or our data processors whether the information is in electronic or physical format.

## **What information do we ask for, and why?**

We do not collect more information than we need to fulfil our stated purposes and will not retain it for longer than is necessary. The information we ask for is used to assess your suitability for employment. You don't have to provide what we ask for but it might affect your application if you don't.

## **Advertised positions.**

We ask you to send us a current CV and a covering letter which will include your personal details including name and contact details, as well as your previous experience, education, referees, and any other information relevant to the role you have applied for.

## **Shortlisting**

The relevant head of department will shortlist applications for interview. They will receive all information supplied at that time. You may be required to provide:

- Proof of your identity – you will be asked to attend our office with original documents, we will take copies.
- Proof of your qualifications – you may be asked to attend our office with original documents, we will take copies.
- You may be asked to complete a DBS (Disclosure and Barring Service) check to declare any unspent convictions.
- We may contact your referees, using the details you provide in your application, directly to obtain references.
- We may ask you to complete a questionnaire about your health. This is to establish your fitness to work as well as for your well-being whilst on our premises.
- If we make a final offer, we will also ask you for the following:
- Bank details – to process salary payments.
- Emergency contact details – so we know who to contact in case you have an emergency at work.
- Information for your inclusion in our pension scheme. We use a data processor for this scheme.
- If you are unsuccessful following assessment for the position you have applied for, we may ask if you would like your details to be retained in our talent pool for a period of 12 months. If you say yes, we will proactively contact you should any further suitable vacancies arise.

## **Contractors**

The nature of our business means that we necessarily employ self-employed specialists on a contract basis. We process the engagement information supplied for the performance of that contract in the same secure way as we do for our permanent staff. We retain their data for the

duration of that contract and for such period thereafter as is necessary in line with our retention policy.

Omega Building Services is the data controller for the information you provide for the duration of our contractual relationship unless otherwise stated. If you have any queries about the process or how we handle your information, please contact us. We will process this data because the processing is necessary for the performance of our mutually agreed contract.

We will process special category data we hold about you in accordance with Article 9(2)(b) of the GDPR, i.e. that the processing is necessary for the purposes of carrying out the obligations and exercising specific rights of Omega Building Services or of the data subject in the field of employment and social security and social protection law in so far as it is authorised by Union or Member State law or a collective agreement pursuant to Member State law providing for appropriate safeguards for the fundamental rights and the interests of the data subject.

### **Criminal Offence Data**

Due to the nature of our work, in that employees and contractors may come into contact with children and vulnerable persons, we require that some employees are subject to a DBS check. These forms are processed electronically and stored in a secure location accessible only to specified members of staff. Where third parties require the information, this is pseudonymized prior to disclosure. Any checks that disclose criminal convictions are not retained by Omega Building Services Ltd. We process this data in accordance with Article 10 of the GDPR (and/or any subsequent legislation contained in the Data Protection Bill). We do not keep a comprehensive register of our employees' criminal convictions.

### **Where employment and freelance information is kept**

HR data is kept securely in electronic and hard copy files and accessed only by members of the senior management team.

### **How long is the information retained for?**

If you are successful, the information you provide during the application process will be retained by us as part of your employee file for the duration of your employment/engagement plus 6 years following the end of your employment/engagement. This includes your criminal records declaration, fitness to work, records of any security checks and references. Information generated throughout the assessment process, for example interview notes, is retained by us for 6 months following the closure of the campaign.

### **Others**

There may be other individuals with whom we do business and for whom we hold personal data, such as those who work for supplier companies. We process this information in accordance with our contracts with those organisations.

## **Updating your personal information**

You can update your personal information at any time and change your marketing preferences. To do this, please email us at [office@omegabs.co.uk](mailto:office@omegabs.co.uk)

## **Your Rights**

Under current UK data protection legislation, you have rights as an individual which you can exercise in relation to the information we hold about you.

Individuals have the right to see the personal data held by Omega Building Services (a subject access request). Once the person requesting the information has been identified the request will be carried out within one calendar month in a clear and easy to read way. There are numerous and various exemptions to this right and each request will be dealt with on a case by case basis.

Individuals have the right to have their data rectified where it is incorrect or out of date. Where a request for data rectification is made it will be dealt with in a similar way to a subject access request (SAR), i.e. within a strict time frame. You also have the right to (i) erasure and (ii) restriction and you can request that we remove your data or restrict the processing of it. Your right to object to the processing of your data is an absolute right which will be dealt with immediately unless there are compelling grounds for us to continue the processing where appropriate.

You can read more about these rights here – <https://ico.org.uk/for-the-public/is-my-information-being-handled-correctly/>

This privacy policy was updated on 25<sup>th</sup> March 2024. We reserve the right to update and alter this policy.

*Chris Walpole*

**C G Walpole**  
**Managing Director**  
**Omega Building Services Ltd**