



One IT Services and Solutions Employees Next of Kin Privacy Notice

At One IT Services and Solutions we are committed to protecting your privacy. This policy applies when we are acting as a controller of personal data, that is where we have determined the purposes and means of the processing of that personal data. It applies to the next of kin of our employees.

We will process your contact details for the purpose of communication in the event of an incident or emergency. The legal basis for this processing is that it is necessary to achieve our legitimate interest, namely providing for the welfare of our employees.

We will retain all personal data we have obtained relating to you until the termination of the employment of the individual who has provided us with your details.

We will not share your personal data with any third parties.

As we have been provided with your personal data, it is important to us that you are aware of the following rights that you have in relation to our processing of that personal data.

- You can be provided with a copy of any personal data concerning you that we process, unless that would affect the rights and freedoms of others. You can also be provided with information on how that personal data is processed by us.
- You can have us rectify any personal data of yours that we hold that is inaccurate or incomplete. In certain circumstances, you can also ask us to erase or restrict the use of any of your personal data that we process.
- **You can object at any time to our processing of your personal data on grounds related to your particular situation.**

You can exercise any of the rights listed above by contacting us using the details at the bottom of this notice. If you are unhappy with any aspect of how we processed your personal data or your request to exercise a right, you can lodge a complaint with the Information Commissioner's Office.

One IT Services and Solutions is incorporated and registered in England and Wales with company number 8809433 and whose registered office is at Blackburn House, Falcon Court, Preston Farm Industrial Estate TS18 3TX.

We are contactable by email at helpdesk@oneitss.org.uk