



Data Protection Policy

At Range Security Services Ltd, we take privacy and the protection of personal data seriously. We comply with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

Information We Collect

We only collect information necessary to provide our services and meet our legal obligations. This may include:

- Employee records (e.g. contact details, training and SIA licence information)
- Client details (e.g. business contacts and contract information)
- Site-related records such as incident reports and security logs

How We Use Your Information

Personal data is used only for legitimate business purposes, such as:

- Delivering security guarding services
- Managing employment and payroll
- Recording incidents for safety and compliance

Data Security

All personal data is stored securely with access restricted to authorised personnel. Appropriate measures are taken to prevent unauthorised access, loss, or misuse.

Data Retention

We retain personal data only for as long as necessary:

- Employee and payroll records: 6 years
- Incident reports and security logs: 2 years



Your Rights

Individuals have the right to access, correct, or request deletion of their personal data, and to object to or restrict its processing where applicable under data protection law.

Policy Review

This policy is reviewed annually and updated where necessary to ensure continued compliance with data protection legislation. stakeholders, parents and children.

Signed Ahmed Niaz Position Director Date 26-06-2025