LEON GUARDING

PRIVACY NOTICE FOR LEON GUARDING & FM LIMITED

PRIVACY NOTICE FOR LEON GUARDING & FM LIMITED POL20 – SEP 2026, ISSUE 3

LEON GUARDING & FM LTD
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SIA APPROVED CONTRACTOR

PRIVACY NOTICE FOR LEON GUARDING & FM LIMITED

Leon Guarding & FM Limited provides consultancy services to customers throughout the UK. Our registration Company number is 10504476. Our registered office is at 103 Cranbrook Road Ilford IG1 4PU.

The provision of our services and the processing of any personal information takes place within the United Kingdom and is subject to the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

Leon Guarding is also the owner of integral and LEON-benchmarking who from time to time will process data under the auspices of Leon Guarding & FM Limited.

Leon Guarding & FM Limited is committed to safeguarding the privacy of our customers, our staff and others we engage with, where personal information is required for legitimate means.

This privacy notice, together with the policies and processes referred to in it, sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us.

Leon Guarding & FM Limited is a "Data Controller," which means that we are responsible for deciding how we hold and use personal information about you. We are required under data protection legislation to notify you of the information we hold on you.

What information do we collect?

You supply personal data that includes your name, address, other identifiers, necessary for completing a contract, for meeting legal obligations, for legitimate purposes and where appropriate when consent has been obtained. We hold this information to enable us to comply with statutory obligations and to pursue our legitimate interests for the purposes set out in the section below.

How do we use your personal data?

We may use your personal data to:

- Provide information regarding services provided by Leon Guarding & FM Limited;
- Support our customers in conducting periodic customer and employee surveys;
- Comply with our statutory and regulatory obligations;
- Meet the requirements of British and International standards;
- Deal with enquiries, requests and other communications made by you relating to service delivery.

If we need to use your personal information for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so or request your consent to do so.

Credit Reference and Affordability Checks

To help us assess applications, prevent fraud, and meet our legal and regulatory obligations, we may obtain information about you from credit reference agencies (CRAs). We obtain this information via Creditsafe, which uses its data partner TransUnion to supply consumer credit and identity data.

- Creditsafe Business Solutions Limited is authorised and regulated by the Financial Conduct Authority – FCA Firm Reference Number: 742313
- TransUnion International UK Limited is authorised and regulated by the Financial Conduct Authority – FCA Firm Reference Number: 737740

The information we receive may include data relating to your identity, credit commitments, payment history, and public record information. This data is used solely for legitimate business purposes, including creditworthiness assessment, identity verification, and fraud prevention, in accordance with applicable data protection laws.

Further information about how Creditsafe and TransUnion process your personal data can be found in their respective privacy notices:

- Creditsafe Privacy / Transparency Notice – Transparency Notice | Customers & Suppliers
- TransUnion Bureau Privacy Notice – https://www.transunion.co.uk/legal/privacy-centre/pc-bureau

Legal Basis for Processing Personal Data

Personal data is processed in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. Depending on the activity, we rely on the following lawful bases:

- Performance of a contract – where processing is necessary to deliver services or meet contractual obligations, including obligations involving TransUnion.
- Legal obligation – where processing is required to comply with applicable laws, regulatory requirements, or statutory obligations.
- Legitimate interests – where processing is necessary for legitimate business purposes such as system security, fraud prevention, risk management, audit, and compliance, and where such interests do not override the rights and freedoms of individuals.
- Consent – where required by law, and where individuals have been provided with a clear choice and the ability to withdraw consent at any time.

Where legitimate interests are relied upon, appropriate assessments are conducted to ensure that the rights and freedoms of data subjects are protected.

The Legitimate Interests Pursued by the Controller

Our legitimate interests include operating our business, fulfilling contractual obligations, ensuring system and data security, preventing fraud, supporting audit and compliance activities, and protecting

TransUnion data. These interests are balanced against the rights and freedoms of individuals, with appropriate safeguards in place.

The Source of Personal Data

We may collect personal data about you from:

- you directly.
- employers or clients when you apply for a role or are considered for an opportunity.
- referees (where relevant and permitted).
- publicly available sources (for example professional networking sites, business websites, and public records).
- credit reference agencies (CRAs), where required for consumer credit, identity, or affordability checks.
- third party service providers used to support recruitment, screening, and compliance processes.

Disclosing your personal data to others

We will not share your personal data with others, unless:

- We are under a duty to disclose or share your personal details to comply with any legal obligation or in order to enforce or apply our rules for legitimate purposes;
- Our business enters a joint venture with, or is sold to or merged with another business, we may then share your personal details with our new business partners or owners.

Where we store your personal data

We store all your personal data on secure servers within the United Kingdom.

International Data Transfers

We do not transfer, store, or process personal data outside of the United Kingdom.

All personal data is handled exclusively within the UK and is not accessed by individuals, employees, or third-party providers located outside of the UK.

As such, no international data transfer safeguards are required.

How long do we keep your personal data for?

We only keep your personal data for as long as is necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting or reporting requirements. To determine the appropriate retention period for personal data, we consider the amount, nature and sensitivity of the personal data, the potential risk of harm from unauthorized use or disclosure of your personal data, the

purposes for which we process your personal data and whether we can achieve those purposes through other means and the applicable legal requirements.

Data used for credit reference or affordability checks is retained only for as long as required and then securely deleted.

How secure is the data?

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorized way, altered or disclosed. In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a legitimate business need to know. They will only process your personal information on our instructions and they are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

Provision of Personal Data

Is the provision of personal data statutory or contractual?

The provision of certain personal data is primarily contractual and, in some circumstances, required to meet legal and regulatory obligations.

Personal data is required to:

- enter into and perform contracts with customers, suppliers, or business partners.
- process orders, manage accounts, and deliver goods and services.
- verify identity and prevent fraud; and
- comply with applicable legal, regulatory, accounting, and tax obligations.

What are the consequences of not providing personal data?

If you choose not to provide the personal data we request:

- we may be unable to enter into a contract with you.
- we may be unable to fulfil orders, supply goods, or provide services.
- we may be unable to conduct necessary verification, compliance, or fraud prevention checks; and
- as a result, our services may be delayed, restricted, or declined.

Where personal data is requested for optional purposes, such as marketing communications, providing this data is not mandatory, and you may withdraw your consent at any time without affecting your ability to receive goods or services from us.

Non-Automated Decision Making and Profiling

We may use automated systems and tools to support certain business processes, such as risk assessment, fraud prevention, affordability checks, identity verification, or record management.

These tools may analyse personal data using predefined criteria or rules to generate indicators, scores, or recommendations. However, we do not make decisions that have a legal or similarly significant effect on individuals based solely on automated processing. Any such decisions are subject to meaningful human review.

The use of these tools may influence the speed or level of review applied to an application or request, but individuals will not be subject to automatic rejection or adverse decisions without human involvement.

Your rights

Under certain circumstances, by law you have the right to:

Request access to your personal information (commonly known as a “data subject access request”). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.

Request correction of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.

Request erasure of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).

Object to processing of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your situation, which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.

Request the restriction of processing of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.

Request the transfer of your personal information to another party. If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please write to us at Leon Guarding & FM Limited, 103 Cranbrook road Ilford IG1 4PU or email us at info@leonguarding.co.uk

You will not have to pay a fee to access your personal information (or to exercise any of the other rights). However, we may charge a reasonable fee if your request for access is clearly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.

Your right to complain

If you have any problems with the way that we are handling your personal data, you should contact the Information Commissioner's Officer (ICO). The ICO can be contacted by telephone on 0303 123 113 – Monday to Friday, between 9am and 5pm or by email at casework@ico.org.uk. You can also visit the ICO's website by following this link: https://ico.org.uk/.

Changes to our privacy policy

We keep our privacy policy under regular review and any updates are posted on our site. This privacy notice was last updated on 28th September 2026.

Contact Details of the Data Protection Officer (DPO)

Our Data Protection Officer is responsible for overseeing compliance with this privacy notice and applicable data protection law. If you have any questions about this notice, or about how we collect, use, or protect your personal data, you can contact our Data Protection Officer:

- Name: Abid Iqbal
- DPO contact details: 07446 131794

Data Controller

The data controller responsible for your personal data is Leon Guarding & FM Limited. If you have any questions about this privacy notice or how we handle your personal information, please contact us on 020 3874 4111.

Signed: M Shahzad ***Date: 28-Sep-2026***