

Privacy Notice

This is a brief summary of how Vertas Group collects and processes the personal data of staff/contractors/visitors on our premises. A more detailed privacy notice with specifics for all our subsidiaries, can be found using the QR code at the bottom of the page.

About Vertas Group

Vertas Group and our 3,000 plus colleagues deliver a wide range of facilities services. Our registered office address is: 2 Friars Bridge Rd, Ipswich, Suffolk IP1 1RR

What we collect

We collect your contact details, your company details, your vehicle registration details and your entry/exit times. You may be asked for other types of data which are optional and taken only with your explicit consent, such as diversity data.

How we collect

We collect your personal data using the tablet or sign in sheet in the lobby, your documents, and from information provided by other sources such as your employer or training providers. We also collect personal data using access control systems and CCTV providers.

Why we collect

The reasons we collect your personal data include being able to: enter a contract of employment with you, perform employment tasks such as tax and payroll, meet our obligations for health and safety, report on sustainability targets, and keep our premises secure.

Sharing your data

We may need to share your data with our auditors or with public authorities if asked, or when required to do so by law.

Storing your data

We will only keep your personal data for as long as is necessary and will then delete it.

Individual Rights

You have the following rights under the UK GDPR: to be informed of any data processing, access to your personal data, rectification of your personal data, erasure of your personal data, to restrict the processing of your personal data, the right to data portability, to object to the processing of your personal data, to withdraw consent to the processing of your personal data and the right not to be subject to automated decision-making

DPO@vertas.co.uk



Suffolk Group Holdings Limited trading as

VERTAS GROUP

Registered in England and Wales with company number 09570600.

Vertas Group Registered Address

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