



## Privacy Policy

We understand that privacy and the security of your personal information is extremely important.

This policy sets out what sort of information we keep and what we do to keep it secure. It also explains where and how we collect your personal information, as well as your rights over any personal information we hold.

Our commitment to you:

- We will not share any personal information with any other organisations or individuals.
- We will only collect data that is required for us to fulfil our duties.
- Any information provided to us is kept completely confidential.
- Your personal data is kept safe and only accessed on a valid basis.
- We will only retain your data until you instruct us to remove it.
- Personal information will only be provided to a third party if required to fulfil a legal responsibility or by means to provide our obligated service to you.

We may collect personal data from you when:

- You contact us in person.
- You contact us by email, post, or telephone.
- You enter into a work agreement or contract with us.
- We are contracted to provide a service to you.

Under Data Protection Law, you have rights including:

- Your right of access – you have the right to ask us for copies of your personal information.
- Your right to rectification – you have the right to ask us to rectify personal information you think is inaccurate, you also have the right to ask us to complete any incomplete information.
- Your right to erasure – you have the right to ask us to erase your personal information in certain circumstances.
- Your right to restriction of processing – you have the right to ask us to restrict the processing of your personal information in certain circumstances.
- Your right to object to processing – you have the right to object to the processing of your personal information in certain circumstances.
- Your right to data portability – you have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.



Argus Services Ltd (ASL)  
19 Chelmsley Wood Industrial Estate  
Waterloo Avenue, Birmingham  
B37 6QQ  
T 0121 683 1166  
E [admin@argus-services.co.uk](mailto:admin@argus-services.co.uk)  
W [www.argus-services.co.uk](http://www.argus-services.co.uk)



---

## Our Contact Details

Argus Services Limited  
19 Chelmsley Wood Industrial Estate  
Waterloo Avenue  
Birmingham  
B37 6QQ

0121 683 1166  
[admin@argus-services.co.uk](mailto:admin@argus-services.co.uk)  
[www.argus-services.co.uk](http://www.argus-services.co.uk)

## Complaints

If you have any concerns about our use of your personal information,  
you can contact us using the details above.

You can also complain to the ICO  
if you are unhappy with how we have used your data:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Helpline: 0303 123 1113  
<https://www.ico.org.uk>

