



Revenge Kleaning Services

Data Protection & Privacy Statement

Revenge Kleaning Services Ltd is committed to complying with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. We recognise our responsibility to protect the personal data of our employees, clients, suppliers, and others who interact with our business.

Responsibility

Overall responsibility for data protection rests with the company directors. Richard Grimes (Director) acts as the responsible person for data protection compliance and oversight. All staff and contractors handling personal data must do so in line with this statement and any supporting procedures.

Collection and Use of Data

We only collect and process personal data where it is necessary for legitimate business purposes, such as employees, trial staff, workers, and job applicants, client communication, and contract fulfilment. Personal data is handled lawfully, fairly, and transparently, and only kept for as long as required. Personal data is processed under lawful bases including legal obligation, performance of a contract, legitimate interests, and employment and health and safety obligations.

Data Security

All company devices are password-protected, and access to data is limited to authorised personnel only. Cloud systems and software platforms are protected by multi-factor authentication, encryption, and regular security updates. IT support assists in maintaining secure systems and conducting regular data backups.

Handling of Special Category Personal Data

Any Special category personal data (including employee, health and medical information collected for employment and health and safety purposes, client details) is securely stored and transmitted. Physical files are kept in locked storage, and digital files are protected by access controls and secure cloud storage.

Data Subject Rights

Individuals may request access to, correction of, or deletion of their personal data by contacting the company via the contact details below. Requests are handled promptly and in line with GDPR requirements.

Review

This statement is reviewed annually or sooner if legislation or company practices change.

Signed: *Richard Grimes*

Position: Director

Policy Date: 1 October 2025

Review Date: 1 October 2026



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