



Register of data controllers

Entry details

Organisation name : Ace Windows (Ne) Limited

Registration reference : ZA108019

Date registered : 25 March 2015

Registration expires : 24 March 2019

Organisation Address

2nd Floor Parkgates
Bury New Road
Prestwich
Manchester
M25 0TL

Companies House registration number: 08785402

Customer enquiry contact details

Director
Ace Windows (NE) Ltd
Unit 1
Dunston Workshops
Gateshead
Tyne And Wear
NE11 9EB
Email address: info@acewindowsne.co.uk

Nature of work description

Nature of work - Manufacturer

Description of processing

The following is a broad description of the way this organisation/data controller processes personal information. To understand how your own personal information is processed you may need to refer to any personal communications you have received, check any privacy notices the organisation has provided or contact the organisation to ask about your personal circumstances.

Reasons/purposes for processing information

We process personal information to enable us to provide manufacturing services, promote our goods and services, maintain our accounts and records and to support and manage our staff. We also process personal information using a CCTV system to maintain the security of the premises and for preventing and investigating crime.

Type/classes of information processed

We process information relevant to the above reasons/purposes. This may include:

- personal details
- family details
- lifestyle and social circumstances
- financial details
- employment and education details
- goods or services
- visual images, personal appearance and behaviour

We also process sensitive classes of information that may include:

- physical or mental health details
- offences and alleged offences
- racial or ethnic origin
- religious or other beliefs of a similar nature
- trade union membership

Who the information is processed about

We process personal information about:

- our employees
- customers and clients
- suppliers and services providers
- advisers, consultants and other professional experts
- complainants and enquirers
- individuals captured by CCTV images

Who the information may be shared with

We sometimes need to share the personal information we process with the individual themselves and also with other organisations. Where this is necessary we

are required to comply with all aspects of the Data Protection Act (DPA). What follows is a description of the types of organisations we may need to share some of the personal information we process with for one or more reasons.

Where necessary or required we share information with:

- family, associates and representatives of the person whose personal data we are processing
- employment and recruitment agencies
- current, past and prospective employers
- educators and examining bodies
- central government
- credit reference agencies
- suppliers and service providers
- debt collection and tracing agencies
- financial organisations
- police forces
- security organisations

CCTV for crime prevention

CCTV is used for maintaining the security of property and premises and for preventing and investigating crime, it may also be used to monitor staff when carrying out work duties. For these reasons the information processed may include visual images, personal appearance and behaviours. This information may be about staff, customers and clients, offenders and suspected offenders, members of the public and those inside, entering or in the immediate vicinity of the area under surveillance. Where necessary or required this information is shared with the data subjects themselves, employees and agents, services providers, police forces, security organisations and persons making an enquiry. Transfers

It may sometimes be necessary to transfer personal information overseas. When this is needed information is only shared within the European Economic Area (EEA). Any transfers made will be in full compliance with all aspects of the data protection act.

End of Report