

Privacy Notice - Elite Enforcement Services (UK) Ltd

1. Who We Are

Elite Enforcement Services (UK) Ltd ("we", "our", "us") is a professional enforcement company offering services such as CRAR (Commercial Rent Arrears Recovery), forfeiture, traveller/trespasser removal, process serving, and related legal support.

Company Name: ELITE-ENFORCEMENT SERVICES (UK) LTD

Company Number: 15290753

Registered Office: Fulford House, Newbold Terrace, Leamington Spa, Warwickshire, United Kingdom, CV32 4EA

Email: info@elite-enforcementservices.co.uk

Phone: 01788 221 252

Website: www.elite-enforcementservices.co.uk

2. Purpose of This Notice

This Privacy Notice explains how we collect, use, share and protect your personal data in compliance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

3. What Information We Collect

We may collect and process the following types of personal data:

- Name, address, and contact details
- Business or tenancy details (if applicable)
- Debtor/occupier information including location and property access details
- Identification documents (e.g. driving licence/passport) where required

Privacy Notice - Elite Enforcement Services (UK) Ltd

- Legal documents (court orders, warrants, etc.)
- CCTV footage, photographs or audio recordings where enforcement activity is required

4. How We Collect Your Data

We collect your data from:

- Direct contact from clients (email, telephone, website)
- Publicly available sources (e.g. Companies House, Land Registry)
- In-person visits during enforcement activity
- Third parties such as solicitors, landlords or managing agents
- Local authorities or police (where applicable)

5. Why We Process Your Data

We process your data for the following lawful purposes:

- To perform a contract with you (e.g. enforcement or recovery instructions)
- To comply with legal obligations
- For the exercise or defence of legal claims
- To protect the public or our agents
- For legitimate interests in carrying out lawful enforcement work and recovering debts

6. Who We Share Your Data With

We may share your data with:

- Instructing clients (e.g. landlords, solicitors)
- Courts, tribunals and law enforcement

Privacy Notice - Elite Enforcement Services (UK) Ltd

- Professional advisors (e.g. legal representatives)
- Subcontractors or third-party enforcement officers (if instructed)
- Regulatory bodies (e.g. Information Commissioner's Office)

We do not sell your personal data to third parties.

7. Data Retention

We retain personal data only for as long as necessary to fulfil the purposes we collected it for, including legal, accounting or reporting requirements. Typically, this is 6 years after the completion of the case unless longer retention is required by law.

8. Your Rights

Under the UK GDPR, you have the right to:

- Access the personal data we hold about you
- Request correction of inaccurate or incomplete data
- Request deletion of your data (subject to legal obligations)
- Object to processing in some cases
- Restrict processing in certain circumstances
- Request data portability (if applicable)

To exercise your rights, contact us at info@elite-enforcementservices.co.uk.

9. Data Security

Privacy Notice - Elite Enforcement Services (UK) Ltd

We take appropriate technical and organisational measures to protect your data, including encryption, secure storage, restricted access, and staff training.

10. Transfers Outside the UK

We do not transfer your data outside the UK or EEA unless there are adequate protections in place in line with data protection laws.

11. Complaints

If you are concerned about how we handle your data, please contact us first. You also have the right to lodge a complaint with the Information Commissioner's Office (ICO):

Website: www.ico.org.uk

Phone: 0303 123 1113

12. Updates to This Notice

We may update this notice from time to time. Any significant changes will be communicated via our website or directly to clients where appropriate.