



Tactical Security Options Ltd  
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## **CONFIDENTIALITY PRIVACY AGREEMENT 12.9.1**

### **Section One – Confidentiality**

It is the policy of Tactical Security Options Ltd to ensure they comply and follow the confidentiality rules of our clients, customers and service users.

Tactical Security Options Ltd will ensure that any information supplied by our clients, customers and service users shall remain private and strictly confidential at all times, and if transported it will be securely transported by an appropriate method.

### **Section Two – Contractual Agreement**

Tactical Security Options Ltd supplies all of our clients and customers with a signed written contract or service level agreement, which details the service we provide and any costings.

### **Section Three – Keys, Access Control devices and Codes**

Keys, fobs and Access codes are kept in a locked safe, which is in the possession of the management team, within a secure control room only.

Keys are number and colour coded and have no information to identify them, or anything that can be traced back to our clients or their premises.

In the event of an alarm callout, the management team provides the key and address to our rapid response team, who will then respond to the alarm activation.

### **Section Four – Document Control**

All Tactical Security Options Ltd staff MUST ensure that they keep all documentation safe and secure at all times. In addition, no unauthorised access should be given to information by staff, either verbally, visually or manually and electronically.

### **Section Five – Tactical Security Options Ltd Staff**

Tactical Security Options Ltd, Directors, Managers {screening & vetting personnel} and all other staff adhere and comply with the terms and conditions as detailed in BS 7858: 2006. And or any other related confidentiality agreements or policy.

Print Name: ..... Signed..... Date: .....