

DATA PRIVACY NOTICE

This privacy notice applies to the personal data of employees, workers, contractors, apprentices, volunteers, and former employees. This notice does not apply to the personal data of clients or other personal data processed for business purposes.

- The Data Controller is Fichtner Consulting Engineers Ltd, Kingsgate, Stockport SK4 1LW.
- The Data Protection Officer is Mr P. Eddy, Fichtner Director.
- Complaints regarding data processing can be made to the named individual above, or to the UK Information Commissioner's office.

Within the requirements of our privacy notice, personal data is defined as any information that identifies a living person. Sensitive special data identifies various protected and non-protected characteristics of an individual, including but not limited to their health, ethnic origin, and biometric data.

The Company may request access to personal data and sensitive special data (hereafter referred to as HR related personal data) to make strategic decisions on recruitment and selection of new employees, for employee training, disciplinary, grievance procedure, occupational health and well-being, development, and promotion evaluations and for payroll and employment benefits decisions.

The Company processes HR related personal data in line with the following principles:

- Lawful, fair, and transparent processing;
- HR related personal data is collected only for specified, explicit and legitimate purposes;
- That we process HR related personal data only where it is adequate, relevant, and limited to what is necessary for the purposes of processing;
- We keep accurate HR related personal data and take all steps to rectify or delete incorrect personal data;
- We take all feasible actions to keep HR related personal data secure and protected against unauthorised or unlawful processing; and
- We keep personal data only for the period necessary for processing.

Explicit consent will be requested from the data subject when the Company needs to process their HR related personal data, unless it is required to enable the adequate performance of a contract, for other statutory or legal compliance or for the legitimate interests of the Company. In some cases, refusal or withdrawal by the data subject to allow consent based processing could restrict the Company's ability to employ or otherwise fully engage an individual.

HR related personal data that is collected and retained for the above purposes to enable the satisfactory fulfilment of the contract of employment will be stored both during that employment and for up to 72 months once the data subject in question has left the employment of the Company. Personal and sensitive data is held securely in both electronic and paper formats and is only accessible to the Directors and HR Manager.

Data subjects can request access rights to the HR related personal data held on them by the Company at any time. If an access request is made, the Company will tell you what data we hold and why, how long we will keep it for, whether it has been stored or transferred out of the EEA and whether it has been subject to automated decision-making processes.

Data subjects have several other rights relating to their personal data. These include that incorrect or out of date data held by the Company is rectified as quickly as is possible upon being notified by the data subject, that processing is stopped if the data subject's rights override the organisation's legitimate grounds for processing or if the processing is unlawful.

All requests by data subjects to gain access to their personal data should be made in writing to the HR Manager. There is no charge for this service (unless multiple requests are made whereby we will charge £10 per further request to cover administrative costs) and all requests will be processed within 30 calendar days.

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