

# Masterseal Limited

## Privacy Policy

This privacy policy sets out how Masterseal Limited uses and protects any information that you give or that is provided to Masterseal Limited.

Masterseal Limited is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when engaging with Masterseal Limited, then you can be assured that it will only be used in accordance with this privacy statement.

Masterseal Limited review this policy on a regular basis to ensure it is compliant with latest legislation.

### **What we collect**

We may collect the following information:

- Personal details including name, address, age, status and qualifications. Where specific monitoring systems are in place, ethnic origin and nationality maybe collected if deemed as relevant
- References and CVs
- Emergency contact details
- Notes on discussions between management and employee
- Appraisals and documents relating to grievance, discipline, promotion, demotion or termination of employment
- Training records
- Salary, benefits and bank/building society details
- Absence and sickness records
- Customer Contact Details and Addresses as received from our clients

### **What we do with the information we gather**

We require this information to understand your needs and provide you with a better service, and in particular:

- Internal record keeping
- Conduct contracted works and services in client property's
- Recruitment, promotion, training, redeployment and/or career development
- Administration and payment of wages, calculations of deductions and benefits.
- Disciplinary or performance management purposes
- Performance review
- Recording of communication with employees and their representatives
- Compliance with legislation
- Provision of references to financial institutions, to facilitate entry onto educational courses and/or to assist future potential employers
- Compliance with Health and Safety and Contract Compliance with company clients
- Completion of remedial and customer care works
- Staffing levels and career planning.
- From time to time, we may also use your information to contact you for market research purposes. We may contact you by email, phone, fax or mail.

### **Security**

We are committed to ensuring that your information is secure. In order to prevent unauthorized access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect and handle.

## **Data Breach**

Should Masterseal feel that any company data has been subject to a breach we will contact all relevant parties whose data maybe affected. We will report and investigate any Personal Data Breaches to the ICO and local authorities should this be necessary due to high risk of rights and freedoms of individuals.

## **3<sup>rd</sup> Party Data Handling**

Masterseal Limited will only share your information for the purposes above or to comply with legislation or to complete our contracted works as per the reasons as set out in this policy. However, we cannot be held responsible for your personal sharing of data. If you provide colleagues, client or customers, we cannot be responsible for the protection and privacy of any information which you provide and are not governed by this privacy statement. You should exercise caution.

## **Controlling your Personal Information**

We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so. We may use your personal information to send you information about third parties which may be required for your job role or for us to carry out our service.

## **Right to Access data (Subject Data Access)**

You may request details of personal information which we hold about you under the General Data Protection Regulations 2018. If you would like a copy of the information held on you please write to Data Controller, Masterseal Limited, Grove Farm Barn, Pye Lane IP25 7TL alternatively email [info@masterseallimited.co.uk](mailto:info@masterseallimited.co.uk). We will respond within 30 days of receipt.

If you believe that any information we are holding on you is incorrect or incomplete, please write to or email us as soon as possible, at the above address. We will promptly correct any information found to be incorrect.

Should you wish to no longer have your details held by Masterseal Limited please write to or email us as soon as possible, at the above address. We will contact you to confirm deletion of all your details or the timeline in which we legally must hold personal details prior to deletion.

We remind you of your right to complain to the Information Commissioner's Office should you feel we are breaching these regulations.