

Introduction

FP McCann is committed to a policy of protecting the rights and privacy of individuals, including staff, customers, suppliers and other individuals with whom it has a relationship with, in accordance with the General Data Protection Regulation (GDPR) May 2018.

The new regulatory environment demands higher transparency and accountability in how businesses manage and use personal data. It also accords new and stronger rights for individuals to understand and control that use. The GDPR contains provisions that the company will need to be aware of as data controllers, including provisions intended to enhance the protection of individual's personal data. For example, the GDPR requires that we must ensure that our company privacy notices are written in a clear, plain way that people will understand.

In this Privacy Policy the terms ("we", "us", "our") refers to FP McCann Limited, for the purposes of the General Data Protection Regulation and it operates as the data controller ("Data Controller") of the data we hold on you. The registered office is 3 Drumard Road, Magherafelt, BT45 8QA.

If you have any questions about how we collect, store and use your personal information, or if you have any other privacy-related questions, please contact our Data Protection Officer (DPO) by email at dpo@fpmccann.co.uk.

FP McCann needs to process certain information about its staff for various purposes such as, but not limited to:

1. The recruitment and payment of staff.
2. Complying with legal obligations to collection and payment of - taxes, pensions, court orders, CSA deductions, student loans and trade union dues and their respective returns.
3. The administration of programmes of study and training courses including apprenticeships.
4. Recording staff attendance and conduct.
5. Occupational health surveillance & records.
6. Supply of references in relation to potential rental & financial requests.
7. Complying with legal obligations under fair employment legislation.

To comply with various legal obligations, including the obligations imposed on it by the General Data Protection Regulation (GDPR) we must ensure that all this information about individuals is collected and used fairly, stored safely and securely, and not disclosed to any third party unlawfully.

Scope

This policy is intended to apply to all FP McCann employees, irrespective of their length of service, status or number of hours worked. This policy and procedure does not form part of the contract of employment and will be amended from time to time.

Compliance

This policy applies to all staff and employees of FP McCann. Any breach of this policy or of the Regulation itself will be considered an offence and the Company's disciplinary procedures will be invoked.

As a matter of best practice, other agencies and individuals working with FP McCann and who have access to personal information, will be expected to read and comply with this policy. It is expected that departments who are responsible

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for dealing with external bodies will take the responsibility for ensuring that such bodies sign a contract which among other things will include an agreement to abide by this policy.

This policy will be updated as necessary to reflect best practice in data management, security and control and to ensure compliance with any changes or amendments to the GDPR and other relevant legislation.

General Data Protection Regulation (GDPR)

This piece of legislation came in to force on the 25th May 2018. The GDPR regulates the processing of personal data, and protects the rights and privacy of all living individuals (including children), for example by giving all individuals who are the subject of personal data a general right of access to the personal data which relates to them. Individuals can exercise the right to gain access to their information by means of a 'subject access request'. Personal data is information relating to an individual and may be in hard or soft copy (paper/manual files; electronic records; photographs; CCTV images), and may include facts or opinions about a person.

Responsibilities under the GDPR

FP McCann will be the 'data controller' under the terms of the legislation – this means it is ultimately responsible for controlling the use and processing of the personal data. The company has appointed a Data Protection Officer (DPO), who is available to address any concerns regarding the data held and how it is processed, held and used.

The Senior Management Team is responsible for all day-to-day data protection matters, and will be responsible for ensuring that all members of staff and relevant individuals abide by this policy, and for developing and encouraging good information handling within the company.

The Senior Management Team is also responsible for ensuring that the company's notification is kept accurate. Details of the Company's notification can be found on the Office of the Information Commissioner's website. Our data registration number is ZA409262.

Compliance with the legislation is the personal responsibility of all members of the Company who process personal information. Individuals who provide personal data to the Company are responsible for ensuring that the information is accurate and up-to-date.

Data Protection Principles

The legislation places a responsibility on every data controller to process any personal data in accordance with the eight principles. More detailed guidance on how to comply with these principles can be found in the DPCoP. Please follow this link to the ICO's website (www.ico.gov.uk)

In order to comply with its obligations, FP McCann undertakes to adhere to the eight principles:

1) Process personal data fairly and lawfully.

FP McCann will make all reasonable efforts to ensure that individuals who are the focus of the personal data (data subjects) are informed of the identity of the data controller, the purposes of the processing, any disclosures to third parties that are envisaged; given an indication of the period for which the data will be kept, and any other information which may be relevant.

2) Process the data for the specific and lawful purpose for which it collected that data and not further process the data in a manner incompatible with this purpose.

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FP McCann will ensure that the reason for which it collected the data originally is the only reason for which it processes those data, unless the individual is informed of any additional processing before it takes place.

3) Ensure that the data is adequate, relevant and not excessive in relation to the purpose for which it is processed.

FP McCann will not seek to collect any personal data which is not strictly necessary for the purpose for which it was obtained. Forms for collecting data will always be drafted with this mind. If any irrelevant data are given by individuals, they will be destroyed immediately.

4) Keep personal data accurate and, where necessary, up to date.

FP McCann will review and update all data on a regular basis. It is the responsibility of the individuals giving their personal data to ensure that this is accurate, and each individual should notify the Company if, for example, a change in circumstances mean that the data needs to be updated. It is the responsibility of the Company to ensure that any notification regarding the change is noted and acted on.

5) Only keep personal data for as long as is necessary.

FP McCann undertakes not to retain personal data for longer than is necessary to ensure compliance with the legislation, and any other statutory requirements. This means FP McCann will undertake a regular review of the information held and implement a weeding process. FP McCann will dispose of any personal data in a way that protects the rights and privacy of the individual concerned (e.g. secure electronic deletion, shredding and disposal of hard copy files as confidential waste).

6) Process personal data in accordance with the rights of the data subject under the legislation.

Individuals have various rights under the legislation including a right to:

- be told the nature of the information the Company holds and any parties to whom this may be disclosed.
- prevent processing likely to cause damage or distress.
- prevent processing for purposes of direct marketing.
- be informed about the mechanics of any automated decision-taking process that will significantly affect them.
- not have significant decisions that will affect them taken solely by automated process.
- sue for compensation if they suffer damage by any contravention of the legislation.
- take action to rectify, block, erase or destroy inaccurate data.
- request that the Office of the Information Commissioner assess whether any provision of the Act has been contravened.

FP McCann will only process personal data in accordance with individuals' rights.

7) Put appropriate technical and organisational measures in place against unauthorised or unlawful processing of personal data, and against accidental loss or destruction of data.

All members of staff are responsible for ensuring that any personal data which they hold is kept securely and not disclosed to any unauthorised third parties. FP McCann will ensure that all personal data is accessible only to those who have a valid reason for using it. FP McCann will have in place appropriate security measures e.g. ensuring that hard copy personal data is kept in lockable filing cabinets/cupboards with controlled access (with the keys then held securely in a key cabinet):

- keeping all personal data in a lockable cabinet.
- password protecting personal data held electronically.
- archiving personal data which are then kept securely (lockable cabinet).

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- placing any PCs or terminals, CCTV camera screens etc. that show personal data so that they are not visible except to authorised staff.
- ensuring that PC screens are not left unattended without a password protected screen-saver being used.

In addition, FP McCann will put in place appropriate measures for the deletion of personal data - manual records will be shredded or disposed of as 'confidential waste'.

This policy also applies to staff who process personal data 'off-site', e.g. when working at home, and in circumstances additional care must be taken regarding the security of the data.

8) Ensure that no personal data is transferred to a country or a territory outside the European Economic Area (EEA) unless that country or territory ensures adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

FP McCann will not transfer data to such territories without the explicit consent of the individual.

This also applies to publishing information on the Internet - because transfer of data can include placing data on a website that can be accessed from outside the EEA - so FP McCann will always seek the consent of individuals before placing any personal data (including photographs) on its website. If the Company collects personal data in any form via its website, it will provide a clear and detailed privacy statement prominently on the website, and wherever else personal data is collected.

Consent as a basis for processing

Although it is not always necessary to gain consent from individuals before processing their data, it is often the best way to ensure that data is collected and processed in an open and transparent manner. Consent is especially important when FP McCann is processing any sensitive data, as defined by the legislation.

FP McCann understands consent to mean that the individual has been fully informed of the intended processing and has signified their agreement (e.g. via the data consent form on the kiosk) whilst being of a sound mind and without having any undue influence exerted upon them. Consent obtained on the basis of misleading information will not be a valid basis for processing. Consent cannot be inferred from the non-response to a communication.

We will ensure that if the individual does not give his/her consent for the processing, and there is no other lawful basis on which to process the data, then steps will be taken to ensure that processing of that data does not take place.

Subject Access Rights (SARs)

Individuals have a right to access any personal data relating to them which are held by the Company. Any individual wishing to exercise this right should apply in writing to the DPO. Any member of staff receiving a request for a SAR should forward this to the DPO. The Company reserves the right to charge a fee for data subject access requests where the request is deemed to be manifestly unfounded or excessive. Under the terms of the legislation, any such requests must be complied with within 1 month. Where the company refuses a SAR request, the individual will be informed why the request has been refused and that they have a right to complain to the ICO.

Disclosure of Data

Only disclosures which have been notified under the Company's policy must be made and therefore staff should exercise caution when asked to disclose personal data held on another individual or third party.

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FP McCann undertakes not to disclose personal data to unauthorised third parties, including family members, friends, government bodies and in some circumstances, the police.

Legitimate disclosures may occur in the following instances:

- the individual has given their consent to the disclosure.
- the disclosure has been notified to the ICO and is in the legitimate interests of the Company.
- the disclosure is required for the performance of a contract.

There are other instances when the legislation permits disclosure without the consent of the individual. In no circumstances will FP McCann sell any of its databases to a third party.

Publication of Company Information

FP McCann publishes various items which will include some personal data, e.g.

- event information such as career fairs, trade shows, charitable events, work experience etc.
- photos and information in marketing materials e.g. recruitment, sponsorship etc.

It may be that in some circumstances an individual wishes their data processed for such reasons to be kept confidential, or restricted Company access only. Therefore it is FP McCann policy to offer an opportunity to opt-out of the publication of such when collecting the information.

Email

It is the policy of FP McCann to ensure that senders and recipients of email are made aware that under the DPA, and Freedom of Information Legislation, the contents of email may have to be disclosed in response to a request for information. One means by which this will be communicated will be by a disclaimer on the Company's email.

Under the Regulation of Investigatory Powers Act 2000, Lawful Business Practice Regulations, any email sent to or from the Company may be accessed by someone other than the recipient for system management and security purposes.

CCTV

There are some CCTV systems operating within FP McCann for the purpose of protecting Company property. FP McCann will only process personal data obtained by the CCTV system in a manner which ensures compliance with the legislation.

For More Information

Please follow this link to the ICO's website (www.ico.gov.uk) which provides further detailed guidance on a range of topics including individuals' rights, exemptions from the Act, dealing with subject access requests, how to handle requests from third parties for personal data to be disclosed etc.

Please direct any queries about this Privacy Policy or about the way we process your personal information to our Data Protection Officer, using our contact details below.

You may write to us at 3 Drumard Road, Magherafelt, BT45 8QA. You may email us at dpo@fpmccann.co.uk

Review

The Senior Management Team will monitor and review this policy regularly.

Signed: _____


Hugh McCann
Managing Director

Reviewed:

Last Reviewed:

Next Review:

12 January 2026

11 January 2025

January 2027

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