



F. G. FENNELL & CO. Ltd.
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F. G. Fennell & Co. Limited

Privacy Notice/Policy

F. G. Fennell & Co. Limited is committed to protecting your privacy and complying with the General Data Protection Regulations (GDPR).

This policy sets out the basis by which we collect, use and disclose the personal data of our employees and customers, as well as your rights in respect of such personal data.

We will review this Privacy Notice yearly and copies will be available from our office.

Information we collect from you

We do not collect your personal information from our website.

Information about you that you give us by filling in forms by corresponding with us by phone, email, writing or otherwise.

To carry out our obligations arising from any contracts entered into between you and us and to provide you with the information, products and services that you request from us.

How we collect your Personal Data

We will collect your Personal Data in the following way:

- In the course of managing your employment and contract with F. G. Fennell & Co. Limited
- Payroll
- HMRC
- HR Employee Relations Policies e.g. Disciplinary
- DBS checks

What type of Personal Data do we collect?

We will collect the following types of Personal Data:

- Your name, address, date of birth email address, telephone number and other contact information that allow us to meet our organizational and statutory obligations to you as your employer.
- Bank details
- National Insurance Number
- Emergency Next of Kin
- Driving License (for insurance purposes)

We do not pass or sell on your information to third parties.

Using the Information we collect?

We may use your personal data in the following ways:

- To ensure that the information we hold about you is kept up-to-date.
- To deal with any employee/employers related disputes that may arise
- For assessment and analysis purposes to help the operation of, and manage the performance of, our business.
- To prevent, detect and prosecute fraud and other crime.
- For any other purpose for which you give us your consent to use Personal Data.
- To comply with legal obligations e.g. HMRC, pensions.

We may share your personal data

- With our employees, and professional advisors e.g. company accountants

Your Rights

You can request a copy of the information that we hold about you at any time by contacting us at F. G. Fennell & Co. Limited, Service House, Wildes Street, Lowestoft, Suffolk, NR32 1XH.

The right to erasure

This procedure sets out the basis by which we erase the personal data of our employees and customers.

All employees personal data will be kept on file for 7 years from end of employment. Customers who hold major contracts with ourselves, job details will be kept for 12 years. All other customer details will be kept for 10 years following General Data Protection Regulations (GDPR) for employee/company employment references and contractual warranties.

After this period of time computer files will be erased and destroyed. Paper copies will be shredded.

You may request the deletion or removal of personal data whether there is no compelling reason for its continued processing.

Your data will not be used for marketing purposes.

Please let us know if your Personal Data that we hold about you needs to updated. If you have any problems doing this please call our office: 01502 572065.

Security

The security of your Personal Data is very important to us.

We will ensure that we have in place appropriate technical and organizational measures to prevent unauthorised or unlawful processing of Personal Data and against accidental loss or destruction of, or damage to Personal Data.

You can find full details of your personal data rights on the Information Commissioner's Office website at www.ico.org.uk.

How to make a complaint

If you are unhappy with the way we have used your personal data please contact us to discuss this using the contact details: F. G. Fennell Co. Limited, Service House, Wildes Street, Lowestoft, Suffolk, NR32 1XH. Tel: 01502 572065.