



# GDPR POLICY

## What we need

Following the new General Data Protection Regulations which came into effect on 25<sup>th</sup> May 2018, due to the changes, we have reviewed the way in which we hold, use and secure your data. Felix O'Hare & Company Ltd will be the 'Controller', as you provide us with personal data. The data we collect is basic data which includes:

- ◆ Your name
- ◆ Address
- ◆ Telephone number
- ◆ Email address
- ◆ Date of birth
- Date of Birth
- Bank Details
- National Insurance Number
- Medical Information/Induction Records
- Accident Records

This personal data will be kept secure within the company by our Accounts Department. All data is stored within a secure data centre and in the cloud. This data is encrypted, and is stored in an ISO Data Centre within the EU. Microsoft Data Centre also keeps emails saved within the cloud. All users have certain access rights and permissions on personal data folders within our system.

## Why we need it

In order to prevent a breach in the GDPR Compliance, we need to know this personal data to keep our records and all our information up to date. We need to know medical data in order to be able to recommend appropriate care and / or to provide advice to your managers on your fitness for work.

This information is also used to book training courses e.g. CSR, CEF, apply for CSR Cards, process payments and help us contact you. We will not obtain any personal data from you that we do not need, to help increase your privacy and to comply with our legal obligation to you.

## What we do with your information

When we receive your personal data, it is stored safely within our system. All personal data is processed by the appropriate staff and for the purposes of IT hosting and maintenance this information is located on servers within the European Union.

However, if we are passing on personal data we have a contract in place that requires the third parties to keep your information secure and not to use it or pass it on. As we do this, it must be stressed that we do not pass your information on to other third companies unless we are required to do so by law or with your permission.

Issue Date:

March 2020

Next Review Date:

March 2021

Gerry Gray

Managing Director



FELIX O'HARE  
& CO LTD



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## How long we keep your information

Felix O'Hare & Company Ltd, keep each individual's personal data stored for a maximum of 10 years. After this period, the data we have will be removed safely from our system. We maintain a records register detailing the location, retention period and permission authorised to dispose of their information.

## Your rights

As we hold your information you have a right to:

- ◆ Have the data we hold, erased. If you believe that any of the information we hold is incorrect, you can contact us at any time to correct it.
- ◆ Have your data withdrawn at any time.
- ◆ Object to the way we use your data.
- ◆ Access the personal data we hold about you

## The Principles

Within the GDPR, Felix O'Hare & Company Ltd will comply with the following data protection principles:

- ◆ We will only process personal information fairly and lawfully
- ◆ Information collected will be processed for a lawful purpose
- ◆ The information we collect will be adequate, relevant and not excessive
- ◆ When collecting our data, we will ensure that it is accurate and up to date to prevent a breach in data
- ◆ We will ensure that your personal data is not kept longer than necessary
- ◆ Your data will be processed in accordance with the data subject's rights
- ◆ Your personal information will be kept secure and protected against unauthorised or unlawful processing.

## What Happens Next

We will always take great care of your personal data giving it the respect and security it deserves. 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 email [admin@felixohare.co.uk](mailto:admin@felixohare.co.uk).

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