

Our contact details for Data Protection Issues

Name: Chris Flanagan

Address: Badger House, Ditton Road, Widnes, Cheshire, WA8 0PJ

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E-mail: hs@thomasgroup.ltd

Website: <https://www.thomasplanthire.co.uk>

The type of personal information we collect

We currently collect and process the following information:

- Name
- Address
- Date of birth
- National Insurance Number
- Personal contact details
- Drivers licence information
- Health records
- Email addresses
- Training records
- Disciplinary records

How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- To ensure you are eligible to work in the UK
- To update training records
- For payroll
- To monitor any Health conditions
- Legal requirement (Employment Law)

We use the information that you have given us in order to record training records with organisations such as CITB, CPCs, NPORS, Inland Revenue.

We may share this information with approved companies with GDPR controls in place.

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

(a) Your consent. You are able to remove your consent at any time. You can do this by contacting Chris Flanagan, SHEQ Manager.

(b) We have a contractual obligation.

(c) We have a legal obligation.

(d) We have a vital interest.

(e) We need it to perform a public task.

(f) We have a legitimate interest.

How we store your personal information

Your information is securely stored electronically on the companies server in files that can only be accessed by approved individuals.

We keep all information for the duration of your employment and up to the statutory 6 years after employment. We will then dispose your information by deleting all electronic copies of your information and shredding of paper based records.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact the SHEQ department if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at hs@thomasmgroup.ltd or 07756402482.

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>

Signed



Mr Wyn Thomas
Managing Director

30/01/2024