

Data Protection Policy

Mastiff Engineering Ltd recognise and adhere to the requirements of data protection legislation and will fully comply with the enforcement of the General Data Protection Regulations from May 25th 2018. (Data Protection Acts 1988 & 2003)

Data protection laws impose strict legal obligations to protect employees and to safe guard the rights of individuals in relation to the handling of personal data.

Mastiff Engineering Ltd hold significant amounts of personal data which is obtained from you or your employer. The categories of personal data we process are set out in Appendix 1.

What Information do we process?

As a service provider Mastiff Engineering Ltd process and keep a variety of information regarding employees, clients and suppliers. This information relates directly to our day to day business operations and is essential to ensure compliance with legal obligations and to protect the business interests of the company.

How do we use the Information?

Mastiff Engineering Ltd gather, store and process information for the purposes of legitimate business operations. The information is stored and kept to ensure the business can operate on a day to day basis complying with the legislation set forth and ensuring the company's legal position is protected. Further information on how the company store and process information is set out in Appendix 1.

If your information is to be used for another purpose other than those set out in this policy you will be informed.

How we share your Information:

Mastiff Engineering Ltd disclose information to third parties regarding business contracts and where the company is legally obliged to do so.

In some cases, information will be shared with contacts abroad, this is to ensure Mastiff Engineering Ltd can fulfil project or contract requirements.

How long do we keep your Information?

Personal data collected, processed and stored about you is kept on file for as long as the company requires its use.

Information not provided by you:

If you decline to provide the company with personal data relevant to the company's day to day business operations it may not be possible for operations to continue effectively. Lack of relevant information essential to the management of a business relationship may affect the continuation of the relationship.

What are your rights?

Under the Data Protection Law, you have the following rights and the ability to exercise these rights:

- To apply for a copy of personal data, processed or stored, on file about you
- To provide accurate and up to date information or to request that inaccurate information is up dated or completed
- To request the company deletes information gathered, processed or stored about you
- To request the company no longer processes your information for particular purposes or to object to the way the company processes your information
- The right to request your information is transferred to a third party
- The right to object to profiling or automated decision making
- The right to make a complaint to the Data Protection Commissioner

Further Information

For queries or concerns or for further information please contact Mastiff Engineering Ltd by email - info@mastiffengineering.ie

This data protection policy will be reviewed occasionally to ensure the compliance with legislative changes

Appendix 1

Sensitive personal data is any information about an individual's physical or mental health, racial or ethnic origin, sexual life, politics, religion, trade union membership, or alleged or committed criminal offences. The following non-exhaustive list below sets out examples of data which may be held on file.

- Name, address and other contact details
- Date of Birth
- CV's, interview notes, training results and records
- Employment contracts and amended contracts
- Appraisals and performance information
- Work records including accidents, sickness, attendances etc.
- References
- Driving Licence information
- Medical information
- Next of Kin contact details
- Immigration/right to work information
- Trade Union membership details
- Ethnic/racial origin

Personal data will be kept secure to prevent accidental loss or damage and to prevent unauthorised access or changes to data stored. Personal data in electronic form will be inaccessible when left unattended as all computers, phones and digital devices will have screen locks and be password protected.

This policy holds particular importance to staff working within management positions and within the office as they have principal responsibility for the collection and use of personal data.

The general rule is that the company only collects and holds sensitive personal data that is absolutely necessary for legitimate business purposes and the individual has consented to the collection of same.

The data collected is provided to the company by each individual or employer (s) and may contain emergency contact details. This data is processed to ensure compliance with employment and revenue laws and to ensure that terms and conditions of employment are properly adhered to and managed and also to comply with Health and Safety requirements. Possible third-party recipients included clients, main contractors and safety representatives and departments.

For accident reporting your data may be used if necessary, subject to the appropriate safety measures, to carry out obligations under the Health and Safety and Welfare at Work Act 2005 or to comply with your rights under employment legislation. This information may be shared with clients or contractors and/or organisations who provided services to the company such as Occupational Health Specialists, HR Advisors, Legal Advisors and Insurers.

CCTV Security

Mastiff Engineering Ltd protect and monitor the company premises using CCTV cameras. CCTV recordings are used for the purposes of health and safety and crime prevention. Live and Playback through mobile phone applications are active on the phones of Directors and Managers of the Company. Mobile phone applications have security passwords as do the mobile phone screen locks. Live and playback through CPU and monitor is available in the secure designated recording zone. An intruder alarm is active onsite at all times.

Mastiff Engineering Ltd.'s office is monitored by CCTV. This CCTV is recorded and stored onsite by the owner of the premises. The company will follow the legal process required to obtain footage if it is required from this source.

This information can be shared with An Garda Siochana and may also be shared with organisations such as legal advisors and insurers.

Information Technology - Servers, Data, Emails, Navision, Computers, Phone, Printer & Security

Names, addresses, email details, phone numbers, training, emergency details including next of kin and many more pieces of information are stored on the company's internal server. The data is collected from many sources including directly, from employer (s), clients, suppliers and subcontractors.

This information is used for the purposes of the day to day operations of the company including Health and Safety purposes and to meet statutory requirements. This information may be shared with organisations who provide services to the company for example legal advisors, HR advisors, Revenue and the department of Social Protection.

Data Retention

Mastiff Engineering Ltd only retain personal data for as long as necessary for the purpose for which it was obtained and processed for. This policy ensures data privacy to everyone that personal data is collected, processed and stored on file and lessens the risk of data breach or the loss of personal data.

Category of Personal Data	Elements of Data	Period of Retention
Personnel Record	Name, Address, Mobile No., Date of Birth, PPSN, Email Address, Pension Scheme ID, Union Details, Training Records, Emergency Contact including next of Kin, Medical Details and Driver Licence	Data will be retained for a period of 8 years further to contract termination

Category of Personal Data	Elements of Data	Period of Retention
CCTV, Internal, External Security	Facial Images, Car Registrations and Ongoing Operations onsite	Data will be retained for a period of 8 years by Mastiff Engineering Ltd Onsite Office CCTV Security will be retained as per the site Owner's policy

Category of Personal Data	Elements of Data	Period of Retention
Information Technology – Servers, Data, Email, Navision, printer security	Name, Address, Mobile No., Date of Birth, PPSN, Email Address, Pension Scheme ID, Union Details, Training Records, Photos, Nationality, Emergency Contact including next of Kin, Medical Details and Driver Licence	Data will be retained for a period of 8 years further to contract termination

Category of Personal Data	Elements of Data	Period of Retention
Health & Safety Training Records, Induction Records, Personnel Records, Email Addresses, Contact Numbers, Financial information including bank details	Name, Address, Mobile No., Date of Birth, PPSN, Email Address, Pension Scheme ID, Union Details, Training Records, Photos, Nationality, Emergency Contact including next of Kin, Medical Details, Driver Licence, financial information including VAT numbers, bank details and company registration details	Data will be retained for a period of 8 years further to contract termination

The retention periods set out above are subject to Data Protection Principles set out by the Data Protection Commissioner regarding the General Data Protection Regulations. The retention period may be extended in the case of legal claims or obligations or on receipt of advice. The retention policy will be reviewed on occasion to ensure changes in the law are incorporated. The first review of the policy will take place after 2 years of operation.

Mastiff Engineering Ltd will take reasonable measures to ensure that security provisions are in place to protect the confidentiality of data held on our servers and in physical format. Destruction of data will be performed confidentially and all shredding will be supervised in a secure location.