



Foundry Projects Ltd

# Privacy Policy

First Edition

Version : 1<sup>st</sup>. May 2018

## **Introduction**

Welcome to the Foundry Projects Ltd Privacy Notice.

Foundry Projects Ltd respects your privacy and is committed to protecting your personal data. This privacy notice will inform you as to how we look after your personal data and tell you about your privacy rights and how the law protects you.

## **CONTENTS**

### **Clause**

1. Important information and who we are.....	2
2. The data we collect about you.....	4
3. How is your personal data collected ? .....	5
4. How we use your personal data.....	6
5. Disclosures of your personal data.....	7
6. Data security.....	7
7. Data retention.....	8
8. Your legal rights.....	8
9. Glossary.....	9
10. Appendix 1.....	11

## 1. Important information and who we are

### Purpose of this privacy notice

This privacy notice aims to give you information on how Foundry Projects Ltd collects and processes your personal data, including any data you may provide when you trade with us, request information, or purchase a product or service.

It is important that you read this privacy notice together with any other privacy notice or fair processing notice we may provide on specific occasions when we are collecting or processing personal data about you so that you are fully aware of how and why we are using your data. This privacy notice supplements any other notices issued and is not intended to override them.

### Responsibility

Foundry Projects Ltd is responsible for your personal data (collectively referred to as "we", "us" or "our" in this privacy notice).

We have appointed a person in charge who is responsible for overseeing questions in relation to this privacy notice. If you have any questions about this privacy notice, including any requests to exercise *your legal rights*, please contact us using the details set out below.

### Contact details

Our full details are:

Full name of legal entity: Foundry Projects Ltd

Name of internal person responsible : Adrian Pearson – Managing Director

Email address: [apearson.fpl@btconnect.com](mailto:apearson.fpl@btconnect.com)

Postal address: Unit 21/22 Birchbrook Industrial Park, Birchbrook Lane, Shenstone,  
Staffordshire, WS14 0DJ

Telephone number: 01543 481508

You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues ([www.ico.org.uk](http://www.ico.org.uk)). We would, however, appreciate the chance to deal with your concerns before you approach the ICO so please contact us in the first instance.

### Changes to the privacy notice and your duty to inform us of changes

This is a new version created on 1 May 2018.

The data protection law in the UK will change on 25 May 2018.

It is important that the personal data we hold about you is accurate and current. Please keep us informed if your personal data changes during your relationship with us.

### Third-party links

Our website may include links to third-party websites, plug-ins and applications. Clicking on those links or enabling those connections may allow third parties to collect or share data about you. We do not control these third-party websites and are not responsible for their privacy statements. When you leave our website, we encourage you to read the privacy notice of every website you visit.

## 2. The data we may collect about you

Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data).

We may collect, use, store and transfer different kinds of personal data about you which we have grouped together as follows:

- **Identity Data** includes [first name, last name and job title].
- **Contact Data** includes [business details and address, email address and telephone numbers].
- **Technical Data** includes [internet protocol (IP) address, your login data, browser type and version, time zone setting and location, browser plug-in types and versions, operating system and platform and other technology on the devices you use to access our website].
- **Usage Data** includes [information about how you use our website and services].
- **Marketing and Communications Data** includes your preferences in receiving marketing from us or not.

We may also collect, use and share **Aggregated Data** such as statistical or demographic data for any purpose. Aggregated Data may be derived from your personal data but is not considered personal data in law as this data does **not** directly or indirectly reveal your identity. For example, we may aggregate your Usage Data to calculate the percentage of users accessing a specific website feature. However, if we combine or connect Aggregated Data with your personal data so that it can directly or indirectly identify you, we treat the combined data as personal data which will be used in accordance with this privacy notice.

We do not collect any **Special Categories of Personal Data** about you (this includes details about your race or ethnicity, religious or philosophical beliefs, sex life, sexual orientation, political opinions, trade union membership, information about your health and genetic and biometric data). Nor do we collect any information about criminal convictions and offences.

### 3. How is your personal data collected?

We may use different methods to collect data from and about you including through:

- **Direct interactions.** You may give us your Identity or Contact Data by filling in forms or by corresponding with us by post, phone, email or otherwise. This includes personal data you provide when you:
  - make contact with us
  - request information to be sent to you;
  - request a quotation
  
- **Automated technologies or interactions.** As you interact with our website, we may automatically collect Technical Data about your equipment, browsing actions and patterns. This personal data can be collected by using cookies, server logs and other similar technologies.
  
- **Third parties or publicly available sources.** We may receive personal data about you from various third parties [and public sources] as set out below:
  - Technical Data from the following parties:
    - (a) analytics providers [such as Google based outside the EU].
  - Identity and Contact Data from publicly available sources such as Companies House and the Electoral Register based inside the EU.

#### 4. How we use your personal data

We will only use your personal data when the law allows us to. Most commonly, we will use your personal data in the following circumstances:

- Where we need to ask questions, provide information or perform the contract we are about to enter into or have entered into with you.
- Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests.
- Where we need to comply with a legal or regulatory obligation.

Generally we do not rely on consent as a legal basis for processing your personal data other than in relation to sending third party direct marketing communications to you via email or text message. You have the right to withdraw consent to marketing at any time by contacting us.

Purposes for which we will use your personal data

We have set out below, in a table format, a description of all the ways we plan to use your personal data, and which of the legal bases we rely on to do so. We have also identified what our legitimate interests are where appropriate.

Note that we may process your personal data for more than one lawful ground depending on the specific purpose for which we are using your data. Please contact us if you need details about the specific legal ground we are relying on to process your personal data where more than one ground has been set out in the table below.

<b>Purpose / Activity</b>	<b>Type of Data</b>	<b>Lawful basis for processing including basis of legitimate interest</b>
To recognise you as a new contact, customer or supplier	(a) Identity (b) Contact	Necessary for our joint common interest
To send and receive contract documents, specifications, purchase orders and invoices.	(a) Identity (b) Contact	Performance of a contract with you
To process and deliver our obligations against your order to us	(a) Identity (b) Contact	Performance of a contract with you
To manage our relationship with you which such as notifying you about changes to our terms or privacy policy	(a) Identity (b) Contact (d) Marketing & Communications	Performance of a contract with you To comply with a legal obligation Necessary for our legitimate interests to keep our records up to date
To administer and protect our business and our website	(a) Identity (b) Contact (c) Technical	Necessary for our legitimate interests for running our business To comply with a legal obligation
To use data analytics to improve our website	(c) Technical (d) Usage	Necessary for our legitimate interests to define types of interested parties and keeping our website up to date
To make suggestions and recommendations to you about goods or services that may be of interest to you	(a) Identity (b) Contact (c) Technical (d) Usage	Necessary for our legitimate interests to develop our business and grow

## **Marketing**

We aim to provide you with choices regarding certain personal data uses, particularly around marketing and advertising. We enforce the following personal data control mechanisms:

### **Third-party marketing**

We do not share marketing information to any 3<sup>rd</sup>. Party organisations but in the event that this situation changed then we would get your express opt-in consent before we share your personal data with any company outside Foundry Projects Ltd for marketing purposes.

### **Opting out**

You have the right to instruct us or third parties to stop sending you marketing messages at any time by following the opt-out procedures on any marketing message sent to you or by contacting us at any time. Where you opt out of receiving these marketing messages, this will not apply to personal data provided to us as a result of a product/service purchase, warranty registration, product/service experience or other transactions.

### **Change of purpose**

We will only use your personal data for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If you wish to get an explanation as to how the processing for the new purpose is compatible with the original purpose, please contact us.

If we need to use your personal data for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.

Please note that we may process your personal data without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

## **5. Disclosures of your personal data**

We may have to share your personal data with the parties set out below for the purposes set out in the table in paragraph 4 above.

- External Third Parties as set out in the [*Glossary*].

We require all third parties to respect the security of your personal data and to treat it in accordance with the law. We do not allow our third-party service providers to use your personal data for their own purposes and only permit them to process your personal data for specified purposes and in accordance with our instructions.

## **6. Data security**

We have appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal data to those employees and third parties who have a business need to know. They will only process your personal data on our instructions and they are subject to a duty of confidentiality.

If we suspect any breach of personal data will notify you and any applicable regulator of this breach where we are legally required to do so.

## 7. Data retention

How long will you use my personal data for?

We do not plan to delete personal data unless specifically requested by the Data Subject because the nature of our business is very intermittent meaning that years can pass by without the need to access this information.

In some circumstances you can ask us to delete your data: see [*Request erasure*] below for further information.

In some circumstances we may anonymise your personal data (so that it can no longer be associated with you) for research or statistical purposes in which case we may use this information indefinitely without further notice to you.

Please see appendix 1 for additional information on data retention.

## 8. Your legal rights

Under certain circumstances, you have rights under data protection laws in relation to your personal data.

If you wish to exercise any of the rights set out above, please contact us.

### **No fee usually required**

You will not have to pay a fee to access your personal data (or to exercise any of the other rights).

### **What we may need from you**

We may need to request specific information from you to help us confirm your identity and ensure your right to access your personal data (or to exercise any of your other rights). This is a security measure to ensure that personal data is not disclosed to any person who has no right to receive it. We may also contact you to ask you for further information in relation to your request to speed up our response.

### **Time limit to respond**

We try to respond to all legitimate requests within one month. Occasionally it may take us longer than a month if your request is particularly complex or you have made a number of requests. In this case, we will notify you and keep you updated.



## 9. Glossary

### LAWFUL BASIS

**Legitimate Interest** means the interest of our business in conducting and managing our business to enable us to give you the best service/products and the best and most secure experience. We make sure we consider and balance any potential impact on you (both positive and negative) and your rights before we process your personal data for our legitimate interests. We do not use your personal data for activities where our interests are overridden by the impact on you (unless we have your consent or are otherwise required or permitted to by law).

**Performance of Contract** means processing your data where it is necessary for the performance of a contract to which you are a party or to take steps at your request before entering into such a contract.

**Comply with a legal or regulatory obligation** means processing your personal data where it is necessary for compliance with a legal or regulatory obligation that we are subject to.

### THIRD PARTIES

#### External Third Parties

- Service providers acting as processors based in the United Kingdom who provide IT and system administration services.
- Professional advisers acting as processors or joint controllers including lawyers, bankers, accountants, auditors and insurers based in the United Kingdom who provide consultancy, banking, legal, insurance and accounting services.
- HM Revenue & Customs, regulators and other authorities acting as processors or joint controllers based in the United Kingdom who require reporting of processing activities in certain circumstances.

### YOUR LEGAL RIGHTS

You have the right to:

**Request access** to your personal data (commonly known as a "data subject access request"). This enables you to receive a copy of the personal data we hold about you.

**Request correction** of the personal data that we hold about you. This enables you to have any incomplete or inaccurate data we hold about you corrected, though we may need to verify the accuracy of the new data you provide to us.

**Request erasure** of your personal data. This enables you to ask us to delete or remove personal data where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal data where you have successfully exercised your right to object to processing (see below), where we may have processed your information unlawfully or where we are required to erase your personal data to comply with local law. Note, however, that we may not always be able to comply with your request of erasure for specific legal reasons which will be notified to you, if applicable, at the time of your request.

**Object to processing** of your personal data where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground as you feel it impacts on your fundamental rights and freedoms. You also have the right to object where we are processing your personal data for direct marketing purposes. In some cases, we may demonstrate that we have compelling legitimate grounds to process your information which override your rights and freedoms.

**Request restriction of processing** of your personal data. This enables you to ask us to suspend the processing of your personal data in the following scenarios: (a) if you want us to establish the data's accuracy; (b) where our use of the data is unlawful but you do not want us to erase it; (c) where you need us to hold the data even if we no longer require it as you need it to establish, exercise or defend legal claims; or (d) you have objected to our use of your data but we need to verify whether we have overriding legitimate grounds to use it.

**Request the transfer** of your personal data to you or to a third party. We will provide to you, or a third party you have chosen, your personal data in a structured, commonly used, machine-readable format. Note that this right only applies to automated information which you initially provided consent for us to use or where we used the information to perform a contract with you.

**Withdraw consent at any time** where we are relying on consent to process your personal data. However, this will not affect the lawfulness of any processing carried out before you withdraw your consent. If you withdraw your consent, we may not be able to provide certain products or services to you. We will advise you if this is the case at the time you withdraw your consent.

## 11. Appendix 1: Data Retention

Having a document retention schedule allows all concerned in an organisation to fully understand the time limits of documents they keep and also the importance of ensuring that they are stored in a suitable way. The schedule should also set out the company's approved way of disposing of such material. Having a proper and useable document retention process also allows companies to demonstrate they are good data controllers and will support in providing information if requested under the General Data Protection Regulation, Freedom of Information Act or by relevant authorities that have the power to require you to disclose documents.

### Retention Periods

<b>Record</b>	<b>Retention period</b>
Accident books accident records/reports	4 years after the last entry
Accounting Records	3 years for private companies 6 years for public companies
Income Tax and NI returns income tax records and correspondence with the HMRC	4 years after the end of the financial year to which they relate
Medical Records and details of biological tests under the Control of Lead at Work Regulations	40 years from the date of the last entry
Medical records as specified by the Control Substances Hazardous to Health Regulations (COSHH)	40 years from the date of the last entry
Retirement Benefits Schemes records of notifiable events for example relating to incapacity	6 years from the end of the scheme year in which the event took place
Statutory Maternity Pay records Calculations certificates (Mat B1s) or other medical evidence	3 years after the end of the tax year in which the maternity period ends
Statutory Sick Pay records calculations certificates self-certification forms	3 years after the end of tax year to which they relate
Wage/Salary records (including overtime bonuses and expenses)	6 years
National Minimum Wage records	3 years after the end of the pay reference period following the one that the records cover
Working Time records	2 years from the date that they were made
Eligibility to work in the UK records	2 years after the employment ends
Application Forms and Interview Notes	1 year
Assessments under Health and Safety Regulations and records of consultations with safety representatives and committees	permanently

<b>Record</b>	<b>Retention period</b>
HMRC approvals	permanently
Parental Leave	5 years from the birth of child or taking of the leave
Pension Scheme investment policies	12 years after the ending of any benefit payable under the policy
Pensioners' records	12 years after benefit ceases
HR files and training records including Disciplinary records	6 years after employment ceases
Redundancy details calculations of payments and notifications to the Secretary of State	6 years from the date of redundancy
Senior executives records	permanently
Time cards	2 years after audit
Trade Union Agreements	10 years after ceasing to be effective
Trust deeds and rules	permanently
Trustees meeting minutes	permanently
Works Council meeting minutes	permanently

### **Consideration**

HR files and the documents within should be treated in the same way as other business-critical information, and organisations should consider the threats to paper records of events such as fire, flood and loss. A simple way to address these concerns is to scan the documents and maintain them in a suitable Document Management System, ensuring that back-ups are regularly taken and held in a secure way.