

METLAB Supplies Limited
Organisation Privacy Notice
19 November 2019v1

Our contact details

Glendale Avenue

Sandycroft, Deeside, Flintshire, CH5 2QP (Also Registered Office Address)

Tel: 01244 526300 Fax 01244 526301

e-mail: sales@metlabsupplies.co.uk

Our designated 'Data Protection Officer' is Andy Wyatt

What type of information we have

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, name and contact details)
- Business Information e.g. Customer and Supplier Information – email, addresses etc but no personal information about customer and supplier employees

How we get the 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:

- Employee information and contact details so we can confirm your employment status and contact family and friends if there is a workplace emergency

We do not collect or receive personal information indirectly, from the following sources in the following scenarios:

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

- (a) We have a contractual obligation.
- (b) We have a legal obligation.

(c) We have a legitimate interest.

What we do with the information we have

We use the information that you have given us in order to check your employment status to confirm you are legally entitled to work in the UK; ensure we can pay your salary at the end of each month; to have emergency contact information for you.

We only share this information with business partners who for example manage the payroll system and pensions system on our behalf.

How we store your information

Your information is securely stored in hard copy format on Personal Details record in the Quality Coordinator's office and through secure systems for payroll and pensions with our business partners.

We keep while you are employed with the company and for 6 months after you leave to deal with requests for employment references and the like. We will then dispose your information shredding and confidential waste disposal. Business partners will remove your information once informed in accordance with their privacy policies/

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 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 information in certain circumstances.

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

Your right to data portability - You have the right to ask that we transfer the 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 us at the above address if you wish to make a request.

How to complain

Please refer any complaints or issues in the first instance to Andy Wyatt.

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

The ICO's address is:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113