

Privacy Notice for Marshall Group 30 Club

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1. IMPORTANT INFORMATION AND WHO WE ARE

Marshall Group 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 whilst you are a member of the 30 Club and tells you about your privacy rights and how the law protects you.

Marshall Group is the “data controller” for the purposes of data protection law. This means that we are responsible for deciding how we hold and use personal information. We are required by law to notify you of the information contained in this Privacy Notice.

This Privacy Notice describes how we collect and use personal information about you in accordance with the General Data Protection Regulation (GDPR). In the context of this document we will either refer to you as, 'you' or the 'data subject').

We have appointed a data privacy manager. If you have any questions about this privacy notice or our data protection practices please contact the data privacy manager.

CONTACT DETAILS

Our full details are:

Data Privacy Manager

Email Address: DataPrivacyManager@Marcamb.co.uk

Address: Airport House, Newmarket Rd, Cambridge, CB5 8RX

Telephone number: 01223 373206

2. THE DATA WE COLLECT ABOUT YOU

We may collect, use, store and the following kinds of personal data about you:

- Identity Data (including first name, postal address, email address).

We do not collect any Special Categories of Personal Data about you (this includes details about

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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 WE USE YOUR PERSONAL DATA

We will only use your personal data for the purpose for which we collected it which includes the following:

- To manage your relationship with us.
- To notify you of events.
- To send you copies of the Marshall Group Teamwork magazine & update letters

4. HOW YOUR PERSONAL DATA IS COLLECTED

- When you have achieved 30 years service, your HR department will forward your contact details to us and we will send you a letter inviting you to attend the next annual lunch event to receive your presentation

5. CONSENT

You will automatically become a member of the club when you have reached 30 years of service.

You can withdraw your consent at any time by contacting the Data Privacy Manager at DataPrivacyManager@Marcamb.co.uk and we will delete your details from our systems.

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6. DISCLOSURE OF YOUR PERSONAL DATA

We do not disclose your data to any third party.

7. DATA SECURITY

We have put in place 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, agents, contractors and other 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.

We have put in place procedures to deal with any suspected personal data breach and will notify you and any applicable regulator of a breach where we are legally required to do so.

8. DATA RETENTION

We will keep your data for so long as there is a requirement to send correspondence to you, once this requirement has ceased either at your request or otherwise we will delete your records from the system.

9. INTERNATIONAL TRANSFERS

Your data will not be transferred by us to any other country.

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10. YOUR LEGAL RIGHTS

At any point while we are in possession of or processing your personal data, you, the data subject, have the following rights:

- Right of access – you have the right to request a copy of the information that we hold about you.
- Right of rectification – you have a right to ask for data that we hold about you that is inaccurate or incomplete to be corrected.
- Right to be forgotten – in certain circumstances you can ask for the data we hold about you to be erased from our records. If there is no overriding legal reason to keep it.
- Right to restriction of processing – where certain conditions apply to have a right to restrict the processing.
- Right of portability – you have the right to have the data we hold about you transferred to another organisation.
- Right to object – you have the right to object to certain types of processing
- Right to object to automated processing, including profiling – You have the right to ask for certain important computer-made decisions (including profiling) to be challenged and to ask for a human to intervene.

(Please note that at this time no automated processing of Personal Identifiable Information (PII) is in operation).

in the event that Marshall Group refuses your request under rights of access, we will provide you with a reason as to why.

You have the right to complain as outlined in clause 11 below.

11. COMPLAINTS

In the event that you wish to make a complaint about how your personal data is being processed by Marshall Group, or how your complaint has been handled, you have the right to lodge a complaint directly with Marshall Group's Data Privacy Manager, by emailing

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DataPrivacyManager@Marcamb.co.uk or by sending written correspondence to The Data Privacy Manager, using the contact details below.

If the complaint is not resolved to your satisfaction you have the right to lodge the complaint with the Supervisory Authority.

Please see contact details below.

	Data Privacy Manager	Supervisory Authority
Contact Name:	Isobel Aylott	Information Commissioners Office (ICO)
Address line:	Marshall Group, Airport House, Newmarket Rd, Cambridge, CB5 8RX	Wycliffe House Water Lane Wilmslow Cheshire SK9 5AF
Email:	DataPrivacyManager@Marcamb.co.uk	https://ico.org.uk/global/contact-us/email/
Telephone:	01223 373206	03031231113
Website		https://ico.org.uk/concerns/

NB The recommended method of communication to the ICO is via their website.

Change History Record

Issue	Description of Change	Approval	Date of Issue
1		Data Privacy Manager	23/05/18
-	New Marshall branding applied	Head of Information Governance	11/04/22

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-	Last reviewed 6 th Dec 2022	Head of Information Governance	06/12/22
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