

### INTRODUCTION

The HF Group is committed to ensuring your privacy is protected. This Fair Processing Notice explains how we Lawfully use the information we collect process and disclose data from Employees, Business partners and Clients. The HF Group Consists of: - HF Electrical Ltd, HF Comms Ltd and HF Controls Ltd.

For the purposes of the General Data Protection Regulation, the Data Controller is :- HF Group, having its registered address and trading address at 100 Albert Drive, Glasgow, G41 2SJ

### WHAT IS PERSONAL DATA?

Under the EU's General Data Protection Regulation: **Personal Data** is defined as "any information relating to an identified or identifiable natural person ('data subject').

An identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as-Name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identifier of that natural person".

Certain data are classified under the Regulation as "**Sensitive personal data**" and includes: -Racial, Ethnic origin, Political opinions, Religious beliefs, Trade-union membership, Genetic data, Biometric data, Health data, Data concerning a natural person's sex life, Sexual orientation.

HF Group at the time of writing only collects Gender and Ethnic origin data internally for Equal opportunities statistics.

### THE INFORMATION WE COLLECT AND HOW WE USE IT

In order for us to provide Employees, Business Partners and Clients, the services provided by HF Group we may have to gather some of your personal information. We will only request the minimum of information as is necessary.

We may pass your details to a third party or suppliers, so you can receive these Services, but your information will not be used for any other purpose.

Occasionally for your safety and legal reasons we may: - Record and monitor -calls, CCTV footage, and record calls for training and quality control. HF Group do not Transfer data out with the EU.

### HOW WE PROTECT YOUR INFORMATION

Our internal procedures cover the storage, access and disclosure of your information. We endeavour to take all reasonable steps to protect your personal data, including the use of encryption technology. Where our HF Group website may link to other websites, we are not responsible for their data policies, procedures or their content. (currently there are no external Links)

### DOCUMENT RETENTION

We will keep your personal information securely, only for as long as we need to for the purposes outlined in this document. We have prepared and implemented a data retention policy for this purpose.

### UPDATING YOUR DETAILS

If any of the information you have given us changes, for example if you change your name, email address or other details, please let us know the correct details by sending an email to: [dataprotection@hf-group.co.uk](mailto:dataprotection@hf-group.co.uk) or call our office on 0141 429 5575.



HF Group

## HF GROUP - FAIR PROCESSING NOTICE

### YOUR RIGHTS

You have the right to object, access, correct, delete, restrict the use of how we process your personal information. For a **Subject Access Requests (SAR)** contact- [dataprotection@hf-group.co.uk](mailto:dataprotection@hf-group.co.uk) or call our office on 0141 429 5575.

We hope that we can resolve any query or concern you raise about our use of your information.

You have the right to contact the Information Commissioner direct for further information about your rights and how to make a formal complaint. [ico.org.uk](http://ico.org.uk)

**This this Fair Processing Notice was approved by the Managing Director (Hugh M Fulton) of the HF Group.**

Signature:

A handwritten signature in black ink that reads 'HM Fulton'.

Date: 25<sup>th</sup> May 2018