



**FourNet<sup>®</sup>**

# Data Privacy Notice

RESTRICTED

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## Document Control

<b>Document Title:</b>	002 08 Data Privacy Notice
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## Change History

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11.10.20	4.0	Renumbered in line with ISO Documentation Policy	David O'Brien
04.12.20	4.1	Information Security Incident Management	David O'Brien

## Document Information

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This document is controlled as a single entity, as any change, however slight, even a single character, to any part of the document by definition changes the entire document. For this reason, as well as the fact that the concept of "page" varies with the publication format, page-level revision is not practiced with this or any other FourNet document.

## Authorisation

Document Prepared by: David O'Brien - Head of Quality Management and ISO

Verified and Authorised by:



Richard Pennington - Managing Director

4<sup>th</sup> December 2020

## 1. Background

FourNet Technologies Limited (“**FourNet**”) understands that your privacy is important to you and that you care about how your personal data is used. We respect and value the privacy of all of our customers, suppliers and staff and will only collect and use personal data in ways that are described here and in a way that is consistent with our obligations and your rights under the law and current legislation.

## 2. Information About FourNet

<b>Company Registration No.:</b>	05448638
<b>Registered Office:</b>	3 Scholar Green Road Stretford Manchester M32 0TR
<b>Data Protection Officer:</b>	Frank Jennings
<b>Email Address:</b>	<a href="mailto:FJennings@fournet.co.uk">FJennings@fournet.co.uk</a>
<b>Telephone Number:</b>	+44 (0) 7870 767 326

## 3. What Does This Notice Cover?

This Privacy Notice explains how we use your personal data: how it is collected, how it is held and how it is processed. It also explains your rights under the law relating to your personal data.

## 4. Personal Data

Personal data is defined by the General Data Protection Regulation (EU Regulation 2016/679) (the “**GDPR**”) and the Data Protection Act 2018 (the DPA) as ‘any information relating to an identifiable person who can be directly or indirectly identified in particular by reference to an identifier’.

Personal data is, in simpler terms, any information about you that enables you to be identified. Personal data covers obvious information such as your name and contact details, but it also covers less obvious information such as identification numbers, electronic location data and other online identifiers.

The personal data that we use is set out in Part 7 of this notice.

## 5. Your Rights

Under the GDPR and the DPA, you have the following rights, which we will always work to uphold:

- The right to be informed about our collection and use of your personal data. This Privacy Notice should tell you everything you need to know, but you can always contact us to find out more or to ask any questions using the details in Part 13;
- The right to access the personal data we hold about you. Part 10 will tell you how to do this;
- The right to have your personal data rectified if any of your personal data held by **us** is inaccurate or incomplete. Please contact us using the details in Part 13 to find out more;
- The right to be forgotten, i.e., the right to ask us to delete or otherwise dispose of any of your personal data that we have. Please contact us using the details in Part 13 to find out more;
- The right to restrict, i.e., prevent the processing of your personal data;
- The right to object to **us** using your personal data for a particular purpose or purposes;
- The right to data portability. This means that, if you have provided personal data to us directly, we are using it with your consent or for the performance of a contract and that data is processed using automated means, you can ask us for a copy of that personal data to re-use with another service or business in many cases; and
- Rights relating to automated decision-making and profiling. We do not use your personal data in this way.

For more information about our use of your personal data or exercising your rights as outlined above, please contact us using the details provided in Part 11.

Further information about your rights can also be obtained from the Information Commissioner's Office or your local Citizens Advice Bureau (CAB).

If you have any cause for complaint about our use of your personal data, you have the right to lodge a complaint with the Information Commissioner's Office.

## 6. Personal Data We Collect

We may collect some or all of the following personal data (this may vary according to your relationship with us):

- Name;
- Business Address;
- Business Email Address;
- Business Telephone Number;
- Business Name;
- Job Title;
- Payment Information; and
- Online activity related to our Website (please refer to our separate Website Privacy Policy).

## 7. How Do You Use My Personal Data?

Under the GDPR and the DPA, we must always have a lawful basis for using personal data. This may be because the data is necessary for our performance of a contract with you, because you have consented to our use of your personal data, or because it is in our legitimate business interests to use it. Your personal data may be used for one of the following purposes:

- Providing and managing your account;
- Supplying our products and services to you. Your personal details are required in order for us to enter into a contract with you;
- Personalising and tailoring our products and services for you;
- Communicating with you. This may include responding to emails or calls from you;
- Supplying you with information by email and post, you may unsubscribe or opt-out at any time by replying to the sender of the email, or by contacting the data protection officer. Once an opt out notice has been received our systems will be updated to ensure that you are not contacted again; or
- With your permission and/or where permitted by law, we may also use your personal data for marketing purposes, which may include contacting you by email, telephone, text message **and** post with information, news and offers on our products and services. You will not be sent any unlawful marketing or spam. we will always work to fully protect your rights and comply with **our** obligations under the GDPR, the DPA and the Privacy and Electronic Communications (EC Directive) Regulations 2003 and you will always have the opportunity to opt-out.

## 8. Data Retention

We will not keep your personal data for any longer than is necessary in light of the reason(s) for which it was first collected. Your personal data will therefore be kept for the periods laid out in the table below. Please note that financial data is held for a period of up to seven years, where practicable to do so personal data is removed from this type of data before it is archived.

Data Subject	Data Type	Retention Period
Customer	Contact Details	For the duration of the contract plus 24 months.
Supplier	Contact Details	For the duration that the supplier remains on the FourNet approved supplier list plus 24 months.
Staff	Personnel Records and Contact Details	For the duration of employment plus 24 months.
Prospective Customer	Contact Details	24 months unless the Customer opts out, in which case the data will be deleted immediately.

## 9. How and Where Do You Store or Transfer My Personal Data?

We will only store or transfer your personal data in the UK. This means that it will be fully protected under the GDPR and the DPA.

## 10. Do You Share My Personal Data?

We may sometimes contract with our approved third-party suppliers to supply products and services to you on our behalf. These may include payment processing and the delivery of goods and services to you. In some cases, those third-parties may require access to some of your personal data that we hold.

If any of your personal data is required by a third-party, as described above, we will take steps to ensure that your personal data is handled safely, securely and in accordance with your rights, our obligations, and the third-party's obligations under the law, as described above in Part 8.

In some limited circumstances, we may be legally required to share certain personal data, which might include yours, if we are involved in legal proceedings or complying with legal obligations, a court order, or the instructions of a government authority.

## 11. How Can I Access My Personal Data?

If you want to know what personal data we have about you, you can ask us for details of that personal data and for a copy of it (where any such personal data is held). This is known as a "subject access request."

All subject access requests should be made in writing and sent to the email or postal addresses shown in Part 13. To make this as easy as possible for you, a Subject Access Request Form is available for you to use. You do not have to use this form, but it is the easiest way to tell us everything we need to know to respond to your request as quickly as possible.

There is not normally any charge for a subject access request. If your request is 'manifestly unfounded or excessive' (for example, if you make repetitive requests) a fee may be charged to cover our administrative costs in responding.

We will respond to your subject access request within 10 business days and, in any case, not more than one month of receiving it. Normally, we aim to provide a complete response, including a copy of your personal data within that time. In some cases, however, particularly if your request is more complex, more time may be required up to a maximum of three months from the date we receive your request. You will be kept fully informed of our progress.

## 12. How Do I Contact You?

To contact us about anything to do with your personal data and data protection, including to make a subject access request, please use the following contact details:

**Frank Jennings, Operations Director and Co-Founder**

**Email Address:** [FJennings@fournet.co.uk](mailto:FJennings@fournet.co.uk)

**Telephone Number:** +44 (0) 7870 767 326

## 13. Information Security incident Management

Staff must acquaint themselves with the Company's Information Security Incident Management Policy as detailed in document reference 002 39 Information Security Incident Management Policy. This is with regards to any information Security risk, weakness or event that may compromise this Data Privacy Notice.

## 14. Enforcement

Any member of staff found to have violated this Privacy Notice may be subject to disciplinary action, up to and including termination of employment. In certain circumstance, investigation by regulatory bodies and or the police may apply.

## 15. Changes to this Privacy Notice

We may change this Privacy Notice from time to time. This may be necessary, for example, if the law changes, or if we change our business in a way that affects personal data protection.

Any changes will be made available within 10 working days.

## 16. Communicating FourNet's Policies

Relevant training, bulletins, education materials, policies, procedures, and processes are provided on an ongoing basis to all employees to ensure they are fully aware of their responsibilities and are kept up-to-date of any new requirements. These are communicated in a number of ways, including, but not limited to:

- Induction sessions;
- PDR meetings;
- Company meetings;
- Atlas/Citation portal; and
- Regular company bulletins via Microsoft Teams.

## 17. Review and Ownership of This Policy

This policy will be reviewed and amended as required, and at least annually by the Data Protection Officer and Head of Quality Management and ISO. This document is managed by the ISO review process and, as such any revisions will be authorised at Board Level prior to general release.

This policy document is ISO controlled and as such, the source document will be stored in the secure area of the FourNet ISO SharePoint<sup>®</sup> and a PDF version in FourNet Open Access ISO Documents PDFs folder, sub-folder 002 Policies.

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