
PRIVACY STATEMENT

OVERVIEW

This privacy statement forms part of Forkers Ltd's (including Forkers Scotland Ltd and P. Forker Plant Hire Ltd) commitment to appropriate adherence to the General Data Protection Regulation (EU) 2016/679 (GDPR) and to its commitment to maintaining best practice in its relationships with all of its industry partners.

The purpose of this document is to provide you with notification as to what personal data we may hold, how that data is stored and processed and what your rights are under the GDPR.

PRIVACY STATEMENT

For the purposes of the GDPR, the data controller is Forkers Ltd and any of its subsidiary companies under the Forkers Group of Companies.

Personal data we may collect about you may include (not exclusively):

- Identity data, such as Name, Job Title (this will include names of your employees, if names are recorded in interactions).
- Contact details, such as postal addresses, telephone numbers and email addresses.

For **suppliers**, we may process pertinent identity details of your company's employees, including, but not exclusively, name, job title, email address(es), telephone number(s).

For **subcontractors**, we may process pertinent identity and contact details of your company's employees, including, but not exclusively, name, job title, email address(es), telephone number(s). We may also process pertinent employment records of your company's employees, including, but not exclusively Pay and Tax Records: HMRC correspondence, PAYE records; Employment records: redundancy, equal opportunities; health and welfare records; pay & tax: pay deductions, tax forms, payroll; Medical & health records: Health and wellbeing medicals, safety-critical medicals, occupational health records; Insurance records.

For **clients**, we may process pertinent identity and contact details of your company's employees, including, but not exclusively, name, job title, email address(es), telephone number(s). We may also process pertinent personal data with relation to such data as it pertains to contractual and business-interactive requirements.

We process this information in order to:

- Communicate with our partners in the reasonable and lawful operation of our daily business.

Our lawful basis for processing this information is:

- To conduct operations with our client base and across our supply chain towards the conclusion of normal business transactions and to fulfil our contractual obligations within those relationships.

Who we share your data with:

- We may share your details with third parties relevant to interactions across our client base within our supply chain as part of our normal business operations.

Data Retention:

- We may hold personal data relevant to a contractual relationship for the duration of the relationship and for a minimum of six years following closure of the account.

FORKERS LIMITED

(INCLUDING FORKERS SCOTLAND LTD, FORKERS RENEWABLE ENERGY LTD,
MINI-PILING & DRILLING LTD, P FORKER PLANT HIRE LTD)

Forkers Ltd

Rights in relation to your personal data:

You have the following rights:

- Access to the personal data we hold about you, free of charge in most cases;
- The correction of your personal data when incorrect, out of date or incomplete;
- Object to the processing of your personal data where we have no legitimate overriding interest, or once the purpose for which we hold the data has come to an end;
- That we stop using your personal data for direct marketing;
- That we stop any consent-based processing of your personal data after you withdraw that consent;
- To ask us to delete or erase your personal data (subject to any contractual terms that may be in place).

To protect the confidentiality of your information, we will ask you to verify your identity before proceeding with any request you make under this Privacy Notice. If you have authorised a third party to submit a request on your behalf, we will ask them to prove they have your permission to act.

COMPLAINTS PROCEDURE

If you have a complaint about the way we process your personal data you should write to us at the contact address shown below.

If you are unsatisfied with the manner in which we have dealt with any complaint relating to your personal data, you are entitled to ask the Information Commissioner to investigate. You will find information on how to raise a concern with the information Commissioner on their website by clicking this link: <https://ico.org.uk/concerns/> If you do not have Internet Access, you can call the Information Commissioner by telephoning 0303 123 1113.

CONTACT US

For further information regarding this privacy notice, please contact:

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P Hague, Business Administration Manager
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