



Fletcher Plant Limited (We) know that you take the privacy of your information and how it used and shared very seriously, and we will only use your personal information in accordance with the current data protection law in the UK and this privacy policy. This notice describes Fletcher Plant Limited's privacy policy and how we aim to repay the trust you have shown by sharing your personal data with us.

This policy applies to all the websites we operate, our use of emails and text messages for business purposes, and any other methods we use for collecting information. It covers what we collect and why, what we do with the information, what we won't do with the information, and what rights you have.

This privacy policy only applies to personal information we hold about individuals. It does not apply to information we hold about companies and other organisations.

We may update this privacy policy from time to time by publishing the amended version on our website. Unless we have legal grounds to do otherwise, we will provide you with at least 30 days' notice of the effective date of the revised privacy policy. We may post the notice on our website and/or send you the notice by email.

Who We are

In this policy, whenever you see the words 'We' it refers to Fletcher Plant Limited, Clement Street, Sheffield, S9 5EA - Company Reg No. 08466840.

For the purposes of the General Data Protection Regulation, we are a Data Controller/ Processor in respect of the personal information that we collect and process about you as described in this privacy policy.

Fletcher Plant Limited is a Waste Management provider located in Sheffield, UK.

Information We collect

We will only ever collect the information We need - including data that will be useful to help improve Our services.

We may collect and process the following data about you: -

Customers

Limited personal information such as name, postal address, phone number & email address that you provide by contacting Fletcher Plant Limited via our website, telephone or email and via 3rd party Waste Management Brokers.

Employees / Job Applicants

Personal identification information in relation to either the submission of CVs during the recruitment process or your employment with the Company such as your name, home address, date of birth, phone number, email address, NI No, bank details, emergency contact details, driving licence details, health information (relevant only to the individual's role), passport details & grievance/disciplinary details.



How We use the information We collect

We may process your personal data for our legitimate business interests. “Legitimate Interests” means the interests of our Company in conducting and managing our business and providing you with the best services and products in the most secure way. These interests include:

- General administration purposes only for the duration of your booking with us.
- Recruitment and staffing.
- Processing of personal employee information. We may collect, use and transfer your personal information through automated and paper-based data processing systems. We have established routine processing functions such as processing for regular payroll and pensions administration.

When we process your personal data for our legitimate business interests we always ensure that we consider and balance any potential impact on you and your rights under data protection laws.

If you have any concerns about the processing described above, you have the right to object to this processing. For more information on your rights please see “Your Rights” section below.

Choice / opt-in and opt-out

Whenever the processing of your personal data requires your consent then you will be given the opportunity to opt-in or opt-out to having your contact details used as set out above, at the time your details are submitted.

Sharing your information

We may share your information for any of the purposes set out above with any member of the Fletcher Plant, carefully chosen business partners who provide products or services through Fletcher Plant and Our service providers who perform services on Our behalf.

We may also disclose your personal information to third parties, if We are under a duty to disclose or share your personal data for legal or regulatory purposes, in relation to existing or future legal proceedings, for the prevention of fraud/loss or to protect the rights, property, safety of (Company), Our customers or others.

Data security

Information is stored by Us on computers located in the UK. We may transfer the information to other reputable 3rd party organisations as explained above - they may be situated inside or outside the European Economic Area. We may also store information in paper files.

Fletcher Plant Limited have policies in place to manage and record your data privacy and preferences correctly and that your data is stored securely to protect against its loss, misuse and alteration.

Documentation can be supplied on request from our GDPR Officer via email at privacy@rflimited.co.uk.

Fletcher Plant Limited take steps to ensure that any businesses that we share your data with will have security protocols and policies in place to manage and record your data privacy and preferences correctly and that your data is stored correctly.



We will keep your information only for as long as We need it to provide you with the goods, services or information you have required, to administer your relationship with Us, to comply with the law, or to ensure We do not communicate with people that have asked Us not to. When We no longer need information, We will always dispose of it securely, using specialist companies if necessary to do this work for Us.

Job applicants, current and former Fletcher Plant Limited employees

When individuals apply to work for Fletcher plant Limited, we will only use the information they supply to us to process their application and to monitor recruitment statistics. Where we want to disclose information to a third party, for example where we want to take up a reference or obtain a 'disclosure' from the Criminal Records Bureau we will not do so without informing them beforehand unless the disclosure is required by law.

Personal information about unsuccessful candidates will be destroyed or deleted

Once a person has taken up employment with Fletcher Plant Limited, we will compile a file relating to their employment. The information contained in this will be kept secure and will only be used for purposes directly relevant to that person's employment. Once their employment with Fletcher Plant Limited has ended, we will retain the file in accordance with the requirements of our retention schedule and then delete it.

Your rights

Under the data protection legislation, you have the right to request copies of your data, request rectification of your data, request erasure of your data, object to Us processing your data, the right to prevent your data being used for direct marketing, request Us to restrict the process and where our systems allow, the right to access a copy of the information We hold about you (a subject access request). You also have the right to complain to the Information Commissioners Office if you believe We are not processing your personal information in line with this privacy policy.

If you wish to exercise any of these rights please contact the GDPR Officer in writing at Fletcher Plant Limited, Clement Works, Clement Street, Sheffield, S9 5EA or by emailing privacy@rflimited.co.uk.

For more information about your rights under the Data Protection Act contact the Information Commissioner's Office www.ico.org.uk