

# Media Powerhouse



## PRIVACY POLICY

This is the privacy policy of Media Powerhouse Ltd, (company number 06303562, whose registered office is at Parkbury, Unit 13, Handley Page Way, St. Albans AL2 2DQ.

Media Powerhouse is committed to protecting and respecting your privacy. This privacy policy explains what personal data we collect and how we will use it.

### **EMPLOYEES**

#### **When do we collect personal data and what personal data do we collect?**

For all employees, we may collect personal data about you at the time of your joining the company or during your employment if the nature of that data changes. The data which we will need to hold about you in order to fulfil our employment contract with you might cover:

- Name
- Date of Birth
- Gender
- National Insurance number
- Details on your P45/ P46 prior to joining Media Powerhouse
- Passport or other proof of eligibility to work
- Home address
- Full bank details
- Any other data in connection with the payment of your services through the payroll system, for example student loans or maintenance details
- Training records and qualifications appropriate to the business
- Personal mobile numbers in some circumstances
- Personal email addresses in some circumstances, for example, to send payslips
- Details of your employment contract
- Details of any motoring offences or convictions
- Health & Safety and Accident records
- Other documentation as listed in the Data Retention Policy

## **THIRD PARTIES**

For suppliers, customers and any other 3<sup>rd</sup> parties, we may collect personal data about you at the time of our first doing business together. The data which we may hold about you might cover

- Email address if personal
- Mobile number if personal
- Home address in some circumstances for example if stated on your invoice
- Full bank details in order to pay your invoices
- Details of any motoring offences or convictions
- CVs
- Work History
- Qualifications

### **How do we use your personal data?**

Full details as to how we use your personal data is covered under our Data Protection Policy, ensuring compliance with the GDPR.

All personal data will be:

- fairly, lawfully and transparently processed
- processed for a specified, explicit and legitimate purpose
- adequate, relevant and not excessive
- accurate and up to date
- not kept for longer than necessary
- secure

All personal data will be used for specific, explicit and legitimate purposes either in the performance of business or as required for any legal purposes.

### **Where do we store your personal data and how it is kept secure?**

Any personal data kept in hard copy will be physically stored in lockable cabinets, cupboards or drawers where access is given only to the Data Protection Officer or the manager responsible for holding and processing that data, for example, the HR Manager.

All electronic data will be held on limited access drives on the server, accessible only by those individuals authorised to access that data in the performance of their duties.

Electronic personal data is securely backed up daily with copies held offsite

### **Who do we share your personal data with?**

Employee personal data may be shared with HMRC and other governmental bodies as required by law and with any 3<sup>rd</sup> party related to payroll, for example a 3<sup>rd</sup> party payroll service or stakeholder pension provider.

We may, on specific written consent, provide references to 3<sup>rd</sup> parties for employees who leave the company.

For suppliers, customers or any other 3<sup>rd</sup> party, your personal data will not be shared with anyone outside of Media Powerhouse, its agents or contractors, without express permission from you, in writing.

### **How long do we keep your personal data?**

We will only keep your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting or reporting requirements.

Full details of how long we keep personal data can be found in the company's Data Retention Policy.

### **Your rights in relation to the personal data we hold**

You have the right to:

**Request access** to your personal data (commonly known as a "data subject access request"). This enables you to receive a copy of the personal data we hold about you and to check that we are lawfully processing it.

**Request correction** of the personal data that we hold about you. This enables you to have any incomplete or inaccurate data we hold about you corrected, though we may need to verify the accuracy of the new data you provide to us.

**Request erasure** of your personal data. This enables you to ask us to delete or remove personal data where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal data where you have successfully exercised your right to object to processing (see below), where we may have processed your information unlawfully or where we are required to erase your personal data to comply with local law. Note, however, that we may not always be able to comply with your request of erasure for specific legal reasons which will be notified to you, if applicable, at the time of your request.

**Object to processing** of your personal data where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground as you feel it impacts on your fundamental rights and freedoms. You also have the right to object where we are processing your personal data for direct marketing purposes, if applicable. In some cases, we may demonstrate that we have compelling legitimate grounds to process your information which override your rights and freedoms.

**Request restriction of processing** of your personal data. This enables you to ask us to suspend the processing of your personal data in the following scenarios: (a) if you want us to establish the data's accuracy; (b) where our use of the data is unlawful but you do not want us to erase it; (c) where you

need us to hold the data even if we no longer require it as you need it to establish, exercise or defend legal claims; or (d) you have objected to our use of your data but we need to verify whether we have overriding legitimate grounds to use it.

**Request the transfer** of your personal data to you or to a third party. We will provide to you, or a third party you have chosen, your personal data in a structured, commonly used, machine-readable format. Note that this right only applies to automated information which you initially provided consent for us to use or where we used the information to perform a contract with you.

**Withdraw consent at any time** where we are relying on consent to process your personal data. However, this will not affect the lawfulness of any processing carried out before you withdraw your consent. If you withdraw your consent, we may not be able to provide certain products or services to you. We will advise you if this is the case at the time you withdraw your consent.

### **Contacting us**

If you would like to communicate with us about any of the rights mentioned above, or if you have any other queries about the matters mentioned in this privacy policy, please contact us using one of the following options:

- email [rashid.chinchanwala@media-powerhouse.com](mailto:rashid.chinchanwala@media-powerhouse.com)
- telephone 020 8236 0331 to speak to Rashid Chinchanwala, Data Protection Officer

### **Complaints**

You have the right to complain to the Information Commissioner about the way in which we collect and use your personal data: [www.ico.org.uk/concerns](http://www.ico.org.uk/concerns) or telephone 0303 123 1113.

### **Changes to this privacy policy**

This policy is effective from 25<sup>th</sup> May 2018. We may change this privacy policy from time to time as necessary.