MACINNES BROS LTD

BUILDING, CIVIL ENGINEERING & BUILDERS MERCHANT

Data Protection and Privacy Notice Policy Statement

January 2026

DATA PROTECTION AND PRIVACY NOTICE POLICY STATEMENT

This statement explains how MacInnes Bros Ltd handles and uses personal data we collect about staff. Where in this statement we refer to 'we' or 'our' or 'us' we are referring to MacInnes Bros Ltd and where we refer to 'you' or 'your' we are referring to our staff.

We are committed to protecting your personal information and to being transparent about what information we hold. MacInnes Bros Ltd understands its obligations to you to help you understand how and why we process your personal data. This notice tells you about these uses and should be read in conjunction with the MacInnes Bros Ltd data protection policy.

Our data protection policy and procedures are governed by the Data Protection Act 1998 and, from 25th May 2018, the EU General Data Protection Regulation. The law in this area is changing rapidly and we anticipate this statement may be revised in line with guidance from the Information Commissioner's office.

Why we hold your personal data

We are required to hold your personal data for various legal and practical purposes, without which we would be unable to employ you.

Holding your personal data enables us to meet various administrative and legal obligations (eg for tax purposes).

We will also process your personal information in other circumstances, provided you have given your consent for us to do so.

Personal data held by MacInnes Bros Ltd

The information we hold about you is primarily information you provided when applying for your job, supplemented by information generated in the course of your employment.

In common with all data subjects:

- Your name
- Your contact details
- Unique personal identifiers and biographical information (e.g. date of birth)
- photographs of you;
- personal data provided by you for a specific purpose or purposes (for example, absence / sick lines);
- information related to the prevention and detection of crime and the safety of staff and students including, but not limited to, CCTV recording;

Also:

- financial information gathered for the purposes of administering fees and charges, loans, grants, bursaries etc.;
- your driving licence copies;
- vehicle tracking for MIB owned vehicles;
- Details of your education, qualifications and publications.

Particular to staff:

- your application and curriculum vitae;
- details of your career;
- references.
- your contract of employment;
- performance reviews;
- disciplinary, grievance and capability procedures;
- accidents at work; and
- training provided.

How your personal data is used by MacInnes Bros Ltd

Your data is used by us for a number of purposes including :

All data subjects:

- Invitations and other communications.
- internal reporting and record keeping.
- administrative purposes

Also:

- Contacting you, your next of kin, or other relevant contact in case of an emergency.
- Marketing, including images, online, in print and on social media (with your consent)

Particular to staff:

- providing staff accommodation.

Communications to you may be sent by post, telephone Sage HR app on mobile phone or a work email address. Your personal mobile phone number will only be used if you have given consent.

If you have concerns or queries about any of these purposes, or how we communicate with you, please contact us at the address given below. We will always respect a request by you to stop processing your personal data, and in addition your statutory rights are set out below.

Sharing your data with others

Within MacInnes Bros Ltd, personal data, including sensitive personal data, may be shared between members of staff, who legitimately need the information to carry out their normal duties to support your time with us. We endeavour to ensure that sensitive personal data is only shared with colleagues with your explicit consent. However, circumstances may arise where this data is shared with colleagues without gaining your consent. This will only occur if it is necessary to protect your vital interests or the vital interests of another person; or for certain other reasons where it is not possible or appropriate to gain your consent such as disclosures to the police for prevention or detection of crime, or to meet statutory obligations relating to equality monitoring.

MacInnes Bros Ltd may disclose certain personal data to third parties. These external organisations, and the purpose for sharing the information, are set out below.

Relevant data may be shared with your next of kin but only with your consent or in an emergency.

Relevant data may be shared with HMRC on request.

Otherwise, MacInnes Bros Ltd does not share data with any third party. We do not sell your personal data to third parties under any circumstances, or permit third parties to sell on the data we have shared with them.

How long data is kept

We will keep your personal data only as long as is necessary for the purpose(s) for which it was collected, and in accordance with our Data Protection Policy. Data will be securely destroyed when no longer required.

Where you exercise your right to erasure, we will continue to maintain a core set of personal data (name, dates of working at MacInnes Bros Ltd and date of birth) to ensure we do not contact you inadvertently in future, and to maintain your record for archive purposes. We may also need to retain some financial records about you for statutory purposes (e.g. accounting matters)

Your rights

You have the following rights:

To be informed	This Privacy Notice provides the information you are entitled to receive
Access	Please contact us if you would like confirmation that your data is being processed and access to your personal data. There is no charge for us providing you with this data and it will usually be provided within a month of the request (unless the request is unfounded or excessive).
Rectification	Please inform us of any data which you would like rectified and we will usually respond within a month of the request. We will pass on the changes to any third parties who need to change their records and let you know this has been done.
Erasure	You may exercise your right to have your personal data erased in a number of circumstances (eg if the data is no longer necessary in relation to the purpose for which it was created or you withdraw your consent). Where possible we will comply with all such requests, though some details are part of the College's permanent records (eg examination results, college photographs) which can not reasonably be deleted.
Restrict processing	You can tell us that we can keep your data but must stop processing it, including preventing future mailings and communications. If possible we will inform any third parties to whom your data has been disclosed of your requirement.

Further information

The controller for your personal data is Ewen P MacInnes, of MacInnes Bros Ltd, Uachdar, Isle of Benbecula, Western Isles, HS7 5LY

We will continue to monitor compliance with relevant legislation in relation to the protection of personal data. Please contact us at sarah@macinnesbros.com if you have any concerns or questions about the above information or you wish to ask us not to process your personal data for particular purposes or to erase your data. Where you have specific requests relating to how we manage your data, we will endeavour to resolve these, but please note that there may be circumstances where we cannot comply with specific requests.

Name: .....

Signature: .....

Position: .....

Date: .....

Signed: Managing Director Date: 09.01.26