

## **MFS: VISITORS PRIVACY NOTICE**

### **1. Introduction**

This privacy notice will help you to understand what personal data Marshall Fleet Solutions collects about you, how Marshall Fleet Solutions uses this personal data, and what rights you have regarding your personal data.

It is important that you read this notice, together with any other privacy notice that is provided to you on specific occasions when we are collecting or processing your personal data, so that you are aware of how and why we are using it.

This notice applies to individual persons who visit the Marshall Fleet Solutions premises located at:

The Quorum, Barnwell Road, Cambridge, CB5 8RE  
Core 42 Business Park, Meridian Drive, Tamworth, B78 1TX  
Unit 11, By-Pass Park Estate, Sherburn-in-Elmet, Leeds, LS25 6EP  
Unit 19a Access 18, Avonmouth, Bristol BS11 8AZ  
Eurolink Business Park, Bonham Dr, Sittingbourne ME10 3RX  
Haslemere Industrial Estate, Wigan Rd, Ashton-in-Makerfield, Wigan WN4 0BZ

Personal data is any information that can be used to identify a living individual, either on its own, or in combination with other pieces of data. Examples of personal data includes your name and address.

Some personal data is classed as “special category data”. This is data referring to race/ethnicity, religious beliefs, sexual orientation, political opinions, trade union membership, information about your health, genetic and biometric information & criminal records.

Data processing includes the collection, use, and storage of data.

### **2. Who we are**

For data collected under this privacy notice, Marshall Fleet Solutions is the Data Controller.

Our Data Privacy Manager can be contacted directly here:

[MFS.GDPR@marshallfleet.co.uk](mailto:MFS.GDPR@marshallfleet.co.uk) (Marshall Fleet Solutions Data Privacy Manager) 01223 373206

### **3. We will collect, use and store the following personal data about you**

- Your full name and your Company details
- The reason you are visiting (Visitor Type)
- The person you are visiting
- Your vehicle registration number
- CCTV footage (arrival & departure of visitors at both Tamworth & Ashton sites)

#### 4. The purpose of processing your data.

Marshall Fleet Solutions processes your personal data for the purposes of:

- Site security
- Health & Safety

#### 5. The lawful basis for processing your data

Marshall Fleet Solutions' processes your personal data for the purposes of the legitimate interest pursued by the controller, per Article 6(1)(c) of the GDPR.

#### 6. Your rights as a data subject

At any point while we are in possession of or processing your personal data, you, the data subject, have the following rights:

- Right of access – you have the right to request a copy of the information that we hold about you.
- Right of rectification – you have a right to ask for data that we hold about you that is inaccurate or incomplete to be corrected.
- Right to be forgotten – in certain circumstances you can ask for the data we hold about you to be erased from our records. If there is no overriding legal reason to keep it.
- Right to restriction of processing – where certain conditions apply to have a right to restrict the processing.
- Right of portability – you have the right to have the data we hold about you transferred to another organisation.
- Right to object – you have the right to object to certain types of processing

#### 7. If you do not provide your personal data

If you do not provide all of the requested personal data, Marshall Fleet Solutions may prevent access to its offices.

#### 8. Data Transfers

Your personal data will not be shared with any other organisation. However, in addition to the primary purposes, we are also legally obliged to share certain data with other public bodies such as National Security Services and will do so where the law requires this; we will also generally comply with requests for specific information from other regulatory and law enforcement bodies where this is necessary and proportionate.

#### 9. Data Transfers outside the EEA

Your personal data will not be shared with any organisation outside the EEA.

#### 10. How long we keep your personal data

Your personal data will be retained for one year after your visit.



**11. The use of automated decision making.**

Your personal data is not used in any automated decision making (making a decision solely by automated means without any human involvement) or profiling (automated processing of personal data to evaluate certain conditions about an individual).

**12. Change of purpose**

We will only process your personal data for the purpose for which we collected it.

**13. Changes to this privacy notice**

We reserve the right to update this privacy notice at any time and we will provide you with a new privacy notice when we make any substantial changes. We will also notify you in other ways from time to time about the processing of your personal data.

**14. How to lodge a complaint**

In the event that you wish to make a complaint about how your personal data is being processed by Marshall Fleet Solutions, or how your complaint has been handled, you have the right to lodge a complaint directly with Marshall Fleet Solutions Data Privacy Manager, by emailing

DataPrivacyManager@MarshallADG.com or by sending written correspondence to The Data Privacy Manager, using the contact details below.

If the complaint is not resolved to your satisfaction you have the right to lodge the complaint with the Supervisory Authority.

The details for each of these contacts are:

	<b>Data Privacy Manager</b>	<b>Supervisory Authority</b>
<b>Contact Name:</b>	Isobel Aylott	Information Commissioners Office (ICO)
<b>Address line:</b>	Airport House, The Airport, Cambridge, CB5 8RY	Wycliffe House, Water Lane, Wilmslow Cheshire SK9 5AF
<b>Email:</b>	<a href="mailto:MFS.GDPR@marshallfleet.co.uk">MFS.GDPR@marshallfleet.co.uk</a>	<a href="https://ico.org.uk/global/contactus/email/">https://ico.org.uk/global/contactus/email/</a>
<b>Telephone:</b>	+44 (0)1223 373206	+ 44 (0)3031231113
<b>Website</b>	<a href="https://marshallfleetsolutions.co.uk/">https://marshallfleetsolutions.co.uk/</a>	<a href="https://ico.org.uk/concerns/">https://ico.org.uk/concerns/</a>

The recommended method of communication to the ICO is via their website.