**Using your personal information**

**About this notice**

This central privacy notice explains how Lomond Plant Limited (LPL, ‘we’, ‘us’, ‘our’) collects and uses your [personal data](http://www.arcs.qmul.ac.uk/governance/information-governance/data-protection/dp-glossary/), about your rights and gives contact details of our Data Protection Officer (DPO). It should be read in conjunction with other privacy notices usually presented at the point of collection, which will provide more specific information such as the legal bases for processing your personal data. Those notices will link here to provide the following additional information.

**Who we are and personal data we process**

LPL is a [data controller](http://www.arcs.qmul.ac.uk/governance/information-governance/data-protection/dp-glossary/) in terms of Article 4 of the General Data Protection Regulation (2016/679; GDPR), registered with the Information Commissioner’s Office. This means we are responsible for deciding how we can use your personal data. LPL processes information about applicants, staff, contractors, visitors, people who use our services and others, for employment and administrative purposes, including the health, safety and welfare of individuals. Your privacy is important to us. All personal data will be treated strictly in accordance with our [Data Protection Policy,](https://www.qmul.ac.uk/privacy/media/arcs/policyzone/Data-Protection-Policy-v03.0.pdf)  the GDPR and the Data Protection Act 2018. Depending on your relationship with LPL , we require or will request certain information about you (personal data), which you may give us or we may collect directly or indirectly. This could include special category personal data. This information, the purposes for which LPL may process it and the legal bases relied on will be explained in this privacy notice and those available at the point of collection and otherwise accessible to you. We will also inform you of any sharing of your data and how long it may be retained.

LPL will respect privacy and appropriate security measures will be taken to prevent unauthorised access, disclosure or loss. We do all we can to ensure that data remain accurate and up-to-date. It is important that you inform us of any changes and, for example, keep your information updated. If you provide us with someone else’s personal data you will need to direct them to the appropriate privacy notice and make sure they agree to us using this for the purposes set out.

**How long your personal data is kept**

Your personal data will be retained for as long as necessary for the purposes for which it has been collected. This will vary depending on your relationship with LPL.

**Sharing personal data**

We do not sell your personal data to anyone. We do not share your personal data with any third parties unless they are providing services to us under contract or disclosure is permitted by, or required by, law. Please refer to our other privacy notices for more information.

**How we secure personal data**

Apart from our Data Protection Policy, we have a range of Information Security policies in place to protect the data we hold, including your personal data. On a day-to-day basis, staff access to personal data is restricted on a ‘need to know’ basis as far as possible. Our policies and procedures make clear that all staff have a responsibility to ensure that they handle personal data appropriately and that suitable organisational security measures are in place. When we share your personal data with third parties we ensure that we have appropriate data sharing agreements in place.

**Your rights**

You have the following rights in relation to your personal data:

* to withdraw consent where that is the legal basis of our processing

If you have given your consent for the processing of your personal data and you wish to withdraw it, please contact our DPO using the contact details set out below or the department responsible. Please note that where our processing of your personal data relies on your consent and where you then withdraw this, we may not be able to provide all or some aspects of our services to you and/or it may affect the provision of those services. Note also that withdrawing your consent will not affect the lawfulness of any processing we conducted prior to your withdrawal, nor will it affect processing of your personal data relying on lawful processing grounds other than consent.

* to access your personal data that we process

You have the right to a copy of data held by LPL about you. This is called a subject access request. Please contact the DPO for more information.

* to rectify inaccuracies in personal data that we hold about you

For instance, you can ask us to rectify inaccurate or incomplete data or perhaps add a supplementary statement to your record.

* to erasure (‘be forgotten’) i.e. for your details to be removed from systems that we use to process your personal data

You have a limited right to request that LPL deletes data it holds about you; this is generally only applicable where you have initially given us your consent to process your personal data and there will often be a requirement for us to continue to hold some data.

* to restrict the processing of your data in certain ways

In certain circumstances, you have the right to request that LPL restricts its use of your personal data, where we still store some but no longer process it further, and to object to LPL’s processing of your personal data based only on grounds relating to your particular situation.

* to obtain a copy of your data in a commonly used electronic form

In some cases, you have a right to data portability where you can request that LPL provides you with a copy of your personal data to allow your own use, for example to transfer to another provider.

* to object to certain processing of your personal data by us

In certain circumstances, you can object to processing, including the sending and receipt of direct marketing. If you've already agreed to us using your personal data for direct marketing purposes, you can change your mind by contacting us directly, altering your preferences or by selecting the 'unsubscribe' link at the bottom of any marketing emails we send you.

* to lodge a complaint

If you wish to complain about any aspect of LPL’s handling of your data, you have the right to raise a concern with the Information Commissioner’s Office. Please see [ico.org.uk](http://www.ico.org.uk) for details. You also have a right to complain through the courts.

LPL will not ordinarily charge you in respect of any requests we receive to exercise any of your rights detailed above. However, if you make excessive, repetitive or manifestly unfounded requests, we may charge you an administration fee in order to process such requests or refuse to act on such requests. Where we are required to provide a copy of the personal data undergoing processing this will be free of charge; however, any further copies requested may be subject to reasonable fees based on administrative costs.

**Changes to this notice**

We reserve the right to make changes to this notice in the future. Any changes will be posted on this page and, where appropriate, notified to you by email. We therefore encourage you to review this page from time to time to stay informed of how we are processing your personal data.

**Contact**

Data Protection Officer: if you need further information on the above or wish to exercise a right, please contact personnel@lomondplant.co.uk or write to Data Protection Officer, Lomond Plant Limited, 15 Merchiston Ind Est, Bankside, Falkirk, FK2 7PD.

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| Signature: Ross Easton | Date: 24th January 2024 |
| Name: Ross Easton | Position: Director |