

FASTGLOBE (MASTICS) LIMITED
PRIVACY POLICY

CONTENTS

Policy Statement

1. What Information do we collect from or receive about you?
2. Cookies
3. How do we use this information?
4. Disclosure of this information
5. Basis for processing your Personal Data
6. Where we store your Personal data
7. How long we will store your Personal Data for
8. Your Rights
9. Changes to our Policy

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PRIVACY POLICY

This is an important notice regarding your privacy and the way in which Fastglobe (Mastics) Limited (referred to as "We" in this policy) collects and makes use of your personal data. We want to be open and transparent with you, and therefore encourage you to contact us if you have any questions about this policy or the ways in which we use your personal data.

We take our privacy responsibilities seriously and are committed to protecting and respecting your privacy.

This policy sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it.

For the purpose of applicable privacy legislation, the data controller is Fastglobe (Mastics) Limited, Registered Offices Grovedell House 15 Knightswick Road Canvey Island ESSEX SS8 9PA, United Kingdom. Our company registration number is 01971857.

Questions regarding this policy should be directed to our team by:

- i) telephoning us using +44 (0) 1708 523921
- ii) writing to us at Fastglobe (Mastics) Limited, Registered Office: Grovedell House 15 Knightswick Road Canvey Island ESSEX SS8 9PA, United Kingdom; or
- iii) emailing us at info@fastglobe.co.uk.

1. WHAT INFORMATION DO WE COLLECT FROM OR RECEIVE ABOUT YOU?

We will collect and process the following data about you.

1.1 Information you give us

- 1.1.1 You may give us information about you by filling in forms on our site www.fastglobe.com ("our site") or by corresponding with us by phone, e-mail or otherwise.
- 1.1.2 As we also recruit staff periodically, you may provide us with a copy of your CV, a cover letter or other such similar documentation containing your personal data.

1.2 Information we collect about you

With regard to each of your visits to our site we will automatically collect the following information:

- 1.2.1 technical information, including the internet protocol (IP) address used to connect your computer to the internet, browser type and version, time zone setting, browser plug-in types and versions and operating system and platform information; and
- 1.2.2 information about your visit, including the full Uniform Resource Locators (URL), clickstream to, through and from our site (including date and time), page response times, errors, length of visits to certain pages, page interaction information (such as scrolling, clicks, and mouse-overs) and methods used to browse away from the page.

1.3 Information we receive from other sources

- 1.3.1 We work closely with third parties including sub-contractors in technical, payment and delivery services. We will notify you when we receive information about you from them and the purposes for which we intend to use that information.

- 1.3.2 We may be required to carry out right to work checks, fraud protection, criminal background checks and credit checks. In performing these checks, we may receive information from external third-party search providers assisting us with these checks.

2. COOKIES

Our website uses cookies to distinguish you from other users of our website. This helps us to provide you with a good experience when you browse our website and also allows us to improve our site. For detailed information on the cookies we use and the purposes for which we use them see our Cookie policy 20180502_FGM_Cookie Policy 2018.docx

3. HOW DO WE USE THE INFORMATION?

3.1 Information you give us

We will use this information:

- 3.1.1 to carry out our obligations arising from any contracts entered into between i) you and us; and ii) to provide you with the information that you request from us;
- 3.1.2 to notify you about changes to our services;
- 3.1.3 to provide clients with your information in order to complete contracted works;
- 3.1.4 to contact you if we wish to use your information for a purpose not set out in this policy.

3.2 Information we collect about you

We will use this information:

- 3.2.1 to administer our site and for internal operations;
- 3.2.2 to improve our site to ensure that content is presented in the most effective manner for you and for your computer; and
- 3.2.3 as part of our efforts to keep our site safe and secure.

3.3 Information we receive from other sources

We will combine this information with information you give to us and information we collect about you. We will use this information and the combined information for the purposes set out above (depending on the types of information we receive).

4. DISCLOSURE OF YOUR INFORMATION

You agree that we have the right to share your personal information with to selected third parties. We will share your information with the following categories of selected third parties:

- 4.1.1 suppliers and sub-contractors for the performance of any contract we enter into with you;
- 4.1.2 prospective clients where you have notified us you would like to undertake contracted works;
- 4.1.3 if we are under a duty to disclose or share your personal data in order to comply with any legal obligation; or to protect the rights, property, or safety of red10, our customers, or others. This includes exchanging information with other companies and organisations for the purposes of right to work checks, immigration status, fraud protection, criminal background checks, credit checks and credit risk reduction.

5. BASIS FOR PROCESSING YOUR PERSONAL DATA

5.1 Where we disclose your personal data to prospective clients

5.1.1 We will always ask for your permission before sharing your information with prospective clients. In such situations, we will be relying on your permission for the basis of sharing that information. You have the right to withdraw your permission for us to share your information at any time.

5.1.2 Where information we collect automatically when you visit our site, we rely on our legitimate interests for collecting that information set out in this policy (for example, administering our site and keeping our site safe and secure).

6. WHERE WE STORE YOUR PERSONAL DATA

Electronic versions of the information you provide to us is stored on our secure server and backed up to a secure cloud server hosted by solution provider. The company which provides this service is FOS.net. We have confirmed with FOS.net that your information will be kept securely on the hosted server and not transferred outside of the UK.

Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to us by you; any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.

7. HOW LONG WE WILL STORE YOUR PERSONAL DATA FOR

We store different personal data for different times depending on what the data is and what it is being used for:

7.1.1 CVs

We have taken a decision at board level in relation to any CVs provided to us and we will store any CV you send us for no longer than 1 year. The reason for keeping CVs for up to 1 year is that we may continue to require staff during this time.

7.1.2 Legal, accounting & tax and regulatory information

We will keep this information for as long as is required under the legislation requiring us to hold this information.

8. YOUR RIGHTS

You have the following rights in connection with your personal information held by us:

- you may request information on what personal data we hold and access to it;
- you may request we rectify any data we hold about you (i.e. if the data is incorrect), erase that data or restrict the types of processing we carry out in respect of that data;
- you may request we provide you with the personal data we hold about you in order you can use it for your own purposes across other services;

9. **CHANGES TO OUR PRIVACY POLICY**

Any changes we make to our privacy policy in the future will be posted on this page and, where appropriate, notified to you by e-mail. Please refer to this page to see any updates or changes to our privacy policy. We may change, modify, add or remove portions of this policy at any time, and any changes will become effective immediately, and will apply to personal data collected on or after such date.