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At Riverside Mechanical Ltd (hereinafter “Riverside”), we value our customers/employees and take pride in providing you with the best Installation of HVAC Systems and Building Services.

Riverside collects certain personal information about you to facilitate our business relationship. We are committed to keeping your information secure. Therefore, we provide this Privacy Policy to outline the information Riverside will collect and how that information will be used.

Privacy Policies

Riverside is committed to protecting the privacy of our customers, employees and supplier’s personal data. We make every effort to protect all personal data, such as name, address, ID information, that we obtain which includes physical, technological and administrative safeguards to protect personal data. We permit only authorised employee’s, including but not limited to consultants, to have access to some or all personal data of our customers as needed in the course of the business.

Consent

Riverside does not collect, use, or share personal data without your consent. You have the right to withdraw your consent at any time. The reason we collect personal data and how it is used are included in this privacy policy under Use.

Collection of your Personal Data

Riverside obtains and uses personal data, as defined below, for its business use, for local, national and European Union-related reporting requirements and as required for Revenue and Legal purposes for those employed by us.

We may collect, store and use the following kinds of data. Providing personal data to us is voluntary. However, if you do not provide personal data to us, then it may not be possible to carry out payments etc.

- Personal data such as name, email address, mailing address, company name, phone number, mobile phone number, date of birth, driving licence number, Penalty Point Record, PPS number, profile photo, ID photo and passport number if applicable;
- Personal data received during the candidacy/application process and verbal or written confirmation of that information such as previous work (position and previous positions held, salary/ and bonus details) and educational qualifications and schools and universities attended;
- Drug and/or other test results
- Privacy policy acknowledgment and acceptance

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- References and interview notes;
- Letters of offer and acceptance of employment;
- Payroll information; including but not limited to salary or bonus amounts, bank account details, sort codes, pension plans, and tax codes;
- Emergency contact information
- Work location(s), job title(s) internal and external training documentation, performance reviews , investigations, disciplinary data, and grievances data.
- Photographs and video; and
- Personal data collected during an investigation of the employee for illicit activity.

Use of your Personal Data

We use the data collected for legally required reporting to governmental or regulatory entities and providing continuing services. I.e. Confirmations, statements, invoices, or necessary emails to ensure a high level of customer service.

The personal information collected is used and disclosed for our business purposes, including establishing, managing or terminating employment. It may be used, as legitimately necessary, before, during, and after employment.

We may use your data for the following purposes:

- Identification;
- Hiring and recruitment;
- Induction ;
- Assess qualifications for a position or assignment;
- Establish training and/or development requirements;
- Tracking, scheduling, administering and delivering training and career development;
- Managing IT and business services for new joiners and leavers
- Administration of payroll and benefits, pensions, life insurance and retirement plan
- Adjustments to payroll, for example for health insurance, pensions and statutory deductions;
- Prepare and conduct performance reviews;
- Performance and conduct management;
- Gather evidence for disciplinary action or termination;
- Leaver management;
- Giving employment references;
- Giving tenancy and mortgage references;
- Administering business expense claims, e.g. for travel and hospitality;
- Administering access rights to Riverside locations and IT systems and services;

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- Legal and regulatory reporting, in addition to internal company reporting;
- Comply with legal obligations;
- Forecasting (for resource planning, salary/bonus, tenure and turnover, attrition levels/grades of employees);
- Resolving work place disputes or completing investigations;
- Meeting license/certification requirements (driving, alcohol, health and safety, food safety, first aid) ;
- Creating travel profiles for business travel, assisting with work visas;
- To ensure the security of Riverside Mechanical Limited premises, staff and IT systems;
- Communicate with you;
- Establish emergency contacts and beneficiaries (such as next of kin);
- Prepare company directories;
- Ensure the security of company-held information; and
- Other such other purposes as are reasonably required.

Sharing of Information

We will not sell, share, or otherwise distribute your personal data to third parties (vendors/processors/providers/others) except as provided in this Privacy Policy. Riverside may share personal data with our subsidiaries and other third parties who act for or on our behalf, for further processing in accordance with the purpose(s) for which the data were originally collected or may otherwise be lawfully processed, such as employment data processors, training certificates to building contractors and payment processing. Doing so allows us to efficiently conduct our business.

We believe these providers exercise reasonable care to protect your personal data. These third parties have contracted with us to only use personal data for the agreed upon purpose, and not to sell your personal data to third parties, and not to disclose it to other third parties except as may be required by law, as permitted by us or as stated in this Privacy Policy.

Your personal data may also be disclosed, if necessary, as required by law or regulation, to comply with legal, regulatory or administrative requirements of any governmental authorities, to comply with a court order, subpoena, search warrant or other valid legal process, in connection with any legal action, claim or dispute and for the protection of persons or property.

Data Retention and Destruction

Riverside keeps personal data for as long as is necessary for fulfilment of each use described in this policy, or as legally required by appropriate local, national, EU-based and other regulatory bodies. Past that period, records, both physical and electronic, are destroyed in accordance with our data destruction policy and procedures.

Every employee shall read the above-mentioned policies and procedures and confirm their understanding.

Data Security

We use security safeguards to protect personal data from unauthorised access. We have policies and procedures in place to set forth physical, administrative and technological safeguards around data security. We train our employees in these policies and

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Procedures. In the event of an actual or suspected breach, Riverside follows the steps outlined in its Incident Response Plan Policy to respond to same.

Physical access to all Riverside offices and other facilities are security controlled which include locks that are opened by keys and by using security alarms and visitors entering or leaving the facilities are recorded.

Information systems and communications equipment are placed in secure areas and protected by additional physical security measures that permit access only to the employees who need access, in addition to operational processes, environmental controls and fire detection/suppression systems to safeguard against accidental loss, theft or unauthorised removal, misuse, damage or unauthorised access.

All gateways to the internet are protected by a by a full UTM Sonicwall Firewall and access to both internal and external networks are restricted and controlled

Endpoint security is constantly being reviewed to protect the network against unauthorised access, data loss or destruction.

Access to information is through a secure login process with a unique identifier. Key personnel laptops have full disk encryption software.

Notices

We reserve the right to modify or change this Privacy Policy at any time. Any such change, update, or modification will be effective immediately upon release, and reflected with the updated effective date and revision number. If we make any changes to our Policy, we will post the updated Policy, provided on an updated homepage link, and may post other places we deem appropriate.

We will provide you with a copy of our Privacy Policy at least once a year, as long as you are a current customer/employee. This Policy will be mailed to your address of record. If we make any material changes to our Privacy Policy, we will provide our current customers/employees with revised Policy that describe our new policies and procedures that apply to them. This revised Policy will be mailed to your address of record.

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Your Personal Data Rights

Riverside offers transparency in the personal data that we collect and maintain, and acknowledges your rights in relation to your personal data.

We provide you with the ability to request access to your personal data records. Whenever we process personal data, we take reasonable steps to ensure that your personal data is kept accurate and up-to date for the purposes for which it was collected. We provide you with the ability to request that your information be rectified or corrected.

We provide you with the ability to object to the processing of your personal data if such processing is not reasonably required for a legitimate business purpose as described in this policy or in our compliance with law. We provide you with the ability to request your personal data be transferred or erased.

Riverside reserves the right to deny a request based on lack of identification or other legitimate reasons. Requests to delete personal data will be subject to any applicable legal and ethical reporting or document filing or retention obligations imposed on us. In addition, the personal data may have been destroyed, erased or made anonymous in accordance with our record retention obligations and practices.

We provide a response to a request within one month; either to fulfil the request, deny the request, explain why we cannot honour the request, or inform you of a necessary extension. Proper identification is required. We reserve the right to charge a fee for excessive requests.

You have the right to lodge a complaint with a supervisory authority.

If you wish to make a request or have any questions, please contact us as noted below in Contact Information.

Contact Information

Email: info@riverside-mechanical.com Telephone: 01 8665862

Riverside Mechanical Ltd
Unit A6 Centrepoint
Rosemount Business Park
Dublin 11

Signed:



Derek Brennan
Chairman

Date: 23/01/2019