

LION Engineering Services

Privacy Policy

LION Engineering Services Limited, as a 'data controller', has issued the below 'Privacy Policy' to identify the type of personal information we collect, how it is stored and your rights with regards to this data, in accordance with the UK Data Protection & UK GDPR legislation.

Website Privacy (Public)

Website addresses: lioneng.com, career.lioneng.com

Overview - LION Engineering Services' websites listed above are published on behalf of LION Engineering Services Limited and shall not collect any information about individuals, unless specifically and knowingly provided by them. The publishers web server collects basic information such as the ISP's domain name, which pages you accessed on the site, and when. This information only to analyse the use of our website to guide improvements. We do not collect any personally identifiable information.

Cookies - LION Engineering Services' website uses cookies, which are small pieces of information that allow them to maintain your connection to the website. This website may use cookies for detecting what kind of device you have in order to present content in the best way, for a language switch and/or for other purposes. These cookies do not collect or store any personally identifiable information. You can refuse the use of cookies.

You may refuse the use of cookies by selecting the appropriate settings in your browser. However, if you do this you may lose some useful functionality such as personalisation and 'keep me signed in' and 'remember me' features.

Sharing Tools - LION Engineering Services' website uses sharing tools. Sharing tools allow you to share content through social networks like LinkedIn. When you use one of these buttons, the social networking site may place a cookie on your computer. This would be a third-party cookie set by the social networking site. If you have any questions about the use of these third-party cookies, you should check the relevant social networking site's cookie policy.

Analytics - LION Engineering Services' website utilizes web analytics using to help the website operators analyse how users use the site. The information generated by the cookie about your use of the website (including your IP address) will be transmitted to and stored by the analytics providers server. This information is used for the purpose of evaluating your use of the website, compiling reports on website activity for website operators and providing other services relating to website activity and internet usage. This information may be provided to third parties where required to do so by law, or where such third parties process the information on behalf of the analytics provider. By using this website, you consent to the processing of data about you by the analytics provider in the manner and for the purposes set out above.

Gapton Hall Road, Gapton Hall
Industrial Estate, Great Yarmouth,
Norfolk NR31 0NL, Great Britain

☎ +44(0) 1493 653642
✉ reception@lioneng.com
🌐 www.lioneng.com

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Personal Data Privacy (Employee)

Personal Information Collection

We collect personal information about you through your application and recruitment process, either directly from you or from an employment agency.

We may sometimes collect additional information from third parties including former employers. We also collect personal information during job-related activities whilst you are working for us.

We currently collect and process the following information:

- Personal Contact Details
- Emergency contact information
- Payroll and salary records
- Recruitment information
- Employment records
- Driving Licence
- Performance Information
- Disciplinary and grievance concerns
- Holiday and sickness records
- PC & Phones use
- Photographs
- Work related medical records
- CCTV footage
- Photographs

Lawful Bases

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

1. We have a contractual obligation.
2. We have a legal obligation.
3. We have a legitimate interest.

Sharing of Personal Information

We may share this information with selected third parties as required by law, where it is necessary with regards the working relationship with you and or where we have another legitimate interest to do so. Recipients of your data may include third-party service providers, other related business entities; a regulator or to comply with the law. Where we do so, we will require third parties to respect the security of your data and to treat it according to the law.

Storing of personal information

Your information is securely stored.

We will only retain your personal information for the period needed to fulfil the purposes we collected it for, including for the satisfying any statutory and or legal requirements.

We will then dispose of your information by secure disposal methods.

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Data Protection Rights

Under data protection law, you have rights including:

- **Right of Access** - You have the right to ask us for copies of your personal information.
- **Right to Rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- **Right to Erasure** - You have the right to ask us to erase your personal information in certain circumstances.
- **Right to Restriction of Processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.
- **Right to Object to Processing** - You have the the right to object to the processing of your personal information in certain circumstances.
- **Right to Data Portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.
- **Employment** - If you do not provide personal data, we will be unlikely to be able to enter or continue our employment relationship with you.
- **Change to Policy** - We reserve the right to change this policy at any time, but where a significant change is made, shall make you aware accordingly.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us if you wish to make a request.

Complaints

If you have any concerns about our use of your personal information, you can make a complaint to us at:

Our contact details

LION Engineering Service Limited

Gapton Hall Rd, Gapton Hall Ind. Est, Gt. Yarmouth, Norfolk, NR31 0NL

Phone Number: 01493 653 642

E-mail: sales@lioneng.com

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's Contact Details:

Information Commissioner's Office

Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>

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