

MCR GETAWAYS LTD Staff / Volunteers Privacy Notice

This privacy notice tells you what to expect us to do with your personal information when you work for us.

Contact details

Telephone: 07712132973

Email: info@mcrgetawaysltd.com

What information we collect and use, and why

Staff recruitment, administration and management

We collect or use the following personal information as part of staff recruitment, administration and management:

- Contact details (e.g. name, address, telephone number or personal email address)
- Date of birth
- Gender
- Photographs (e.g. staff ID card)
- Copies of passports or other photo ID
- Copies of proof of address documents (e.g. bank statements or bills)
- Next of kin or emergency contact details
- Details of any criminal convictions (e.g. DBS checks)
- Security clearance details (e.g. basic checks and higher security clearance)
- CCTV footage or other recordings
- Biometric information
- Geolocation information

We also collect or use the following special category information for staff recruitment, administration and management. This information is subject to additional protection due to its sensitive nature:

- Racial or ethnic origin
- Religious or philosophical beliefs
- Biometric information

Staff health and wellbeing

We collect or use the following personal information for managing staff health and wellbeing:

- General health and wellbeing information

Lawful bases and data protection rights

Under UK data protection law, we must have a lawful basis for collecting and using your personal information.

Our lawful bases for collecting or using personal information as part of staff recruitment, administration and management are:

- Consent – we have permission from you after giving you all relevant information. You can withdraw consent at any time.
- Contract – we need to collect or use the information so we can enter into or carry out a contract with you.
- Legal obligation – we must collect or use your information to comply with the law.
- Legitimate interests – we collect or use your information because it benefits you, our organisation, or someone else, without causing an undue risk of harm.
- Vital interests – when someone's physical or mental wellbeing is at urgent or serious risk.
- Public task – where the law requires us to carry out a specific duty.

Our lawful bases for collecting or using personal information as part of managing staff health and wellbeing are:

- Legal obligation – compliance with employment and health and safety law.

Your rights under data protection law include:

- The right of access
- The right to rectification
- The right to erasure
- The right to restrict processing
- The right to object to processing
- The right to data portability
- The right to withdraw consent

Where we get personal information from

- Directly from you
- Public sources (e.g. LinkedIn or other websites)
- CCTV footage or other recordings

How long we keep information

MCR Getaways Ltd Retention Policy

Recruitment and employment records

Types of Information: Application forms, CVs, interview notes, copies of ID, references.

Retention Period: 6 months for unsuccessful applicants; 6 years after employment ends for successful applicants.

Reason: To comply with employment law, defend potential legal claims, and maintain accurate employment history.

Payroll and financial records

Types of Information: Salary, tax, national insurance, pension contributions.

Retention Period: 6 years after employment ends.

Reason: Compliance with HMRC and tax regulations.

Health and wellbeing records

Types of Information: Occupational health reports, sickness records, accident records.

Retention Period: 3 years after creation; accident book records 6 years.

Reason: Compliance with health and safety legislation and to manage workplace risks.

Training and certification records

Types of Information: Certificates, training logs.

Retention Period: 6 years after employment ends.

Reason: To evidence compliance with required training and qualifications.

CCTV and security logs

Types of Information: Video recordings and entry logs.

Retention Period: 30 days unless required for an investigation.

Reason: Security, safety, and crime prevention.

Contractual agreements and HR correspondence

Types of Information: Employment contracts, disciplinary records, performance reviews.

Retention Period: 6 years after employment ends.

Reason: To address potential disputes or legal claims.

Review and Deletion

Information no longer required will be securely deleted or anonymised. Retention schedules will be reviewed annually.

How to complain

If you have any concerns about our use of your personal data, you can make a complaint to us using the contact details at the top of this privacy notice.

If you remain unhappy after raising a complaint with us, you can also complain to the ICO:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113

Website: <https://www.ico.org.uk/make-a-complaint>