

## **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.

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### **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 (eg name, address, telephone number or personal email address)
- Date of birth
- Gender
- Photographs (eg staff ID card)
- Copies of passports or other photo ID
- Copies of proof of address documents (eg bank statements or bills)
- Next of kin or emergency contact details
- Details of any criminal convictions (eg DBS checks)

- Security clearance details (eg 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. There is a list of possible [lawful bases](#) in the UK GDPR. You can find out more about lawful bases on the ICO’s website.

Which lawful basis we rely on may affect your data protection rights which are set out in brief below. You can find out more about your data protection rights and the exemptions which may apply on the ICO’s website:

- Your right of access - You have the right to ask us for copies of your personal information. You can request other information such as details about where we get personal information from and who we share personal information with. There are some exemptions which means you may not receive all the information you ask for. [Read more about the right of access.](#)
- Your right to rectification - You have the right to ask us to correct or delete personal information you think is inaccurate or incomplete. [Read more about the right to rectification.](#)
- Your right to erasure - You have the right to ask us to delete your personal information. [Read more about the right to erasure.](#)

- Your right to restriction of processing - You have the right to ask us to limit how we can use your personal information. [Read more about the right to restriction of processing.](#)
- Your right to object to processing - You have the right to object to the processing of your personal data. [Read more about the right to object to processing.](#)
- Your 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. [Read more about the right to data portability.](#)
- Your right to withdraw consent – When we use consent as our lawful basis you have the right to withdraw your consent at any time. [Read more about the right to withdraw consent.](#)

If you make a request, we must respond to you without undue delay and in any event within one month.

To make a data protection rights request, please contact us using the contact details at the top of this privacy notice.

## **Our lawful bases for the collection and use of your data**

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 we gave you all the relevant information. All of your data protection rights may apply, except the right to object. To be clear, you do have the right to withdraw your consent at any time.
- Contract – we have to collect or use the information so we can enter into or carry out a contract with you. All of your data protection rights may apply except the right to object.
- Legal obligation – we have to collect or use your information so we can comply with the law. All of your data protection rights may apply, except the right to erasure, the right to object and the right to data portability.
- Legitimate interests – we’re collecting or using your information because it benefits you, our organisation or someone else, without causing an undue risk of harm to anyone. All of your data protection rights may apply, except the right to portability. Our legitimate interests are:
  - Legitimate Interest Assessment We rely on legitimate interests as a lawful basis for processing certain personal information in relation to our advertising and business management activities.

Why the processing is legitimate • It allows us to communicate relevant information about our services, special offers, or updates that we believe will be of genuine interest to our clients. • It supports the effective management of our business, including scheduling, billing, service improvement, and maintaining accurate records. • These activities are necessary to ensure that we can continue to provide high-quality accommodations and services.

Why the processing is necessary • Without processing this information, we would not be able to inform clients about available services, offers, or changes that directly affect them. • We need to process basic client information (such as contact details, service preferences, and booking history) to deliver and manage accommodations efficiently. • Advertising and management practices based on personal data help us use resources responsibly and reduce irrelevant or excessive communication.

Balancing benefits and risks • Benefits to individuals: Clients receive tailored communication about services that are likely to be relevant to their needs, and they experience smoother service delivery and support. • Benefits to our company: We can operate efficiently, remain competitive, and continue to improve our services through responsible use of data. • Minimization of risks: We only process information that is strictly necessary, we do not sell or misuse personal data, and we give individuals the right to object to such processing at any time. Safeguards such as data security measures and limited access controls further reduce any potential risks. We believe that the benefits of this processing — both to our clients and to our business — clearly outweigh any potential impact on individuals' rights and freedoms.

For more information on our use of legitimate interests as a lawful basis you can contact us using the contact details set out above.

- Vital interests – collecting or using the information is needed when someone's physical or mental health or wellbeing is at urgent or serious risk. This includes an urgent need for life sustaining food, water, clothing or shelter. All of your data protection rights may apply, except the right to object and the right to portability.
- Public task – we have to collect or use your information to carry out a task laid down in law, which the law intends to be performed by an organisation such as ours. All of your data protection rights may apply, except the right to erasure and the right to portability.

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

- Legal obligation – we have to collect or use your information so we can comply with the law. All of your data protection rights may apply, except the right to erasure, the right to object and the right to data portability.

## **Where we get personal information from**

We collect your information from the following places:

- Directly from you
- Public sources (eg LinkedIn or other websites)
- CCTV footage or other recordings

## **How long we keep information**

[Copy and paste the information from your retention schedule here. You must do this before you publish the privacy notice.]

For more information on how long we store your personal information or the criteria we use to determine this please contact us using the details provided above.

## **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 with how we've used your data after raising a complaint with us, you can also complain to the ICO.

The ICO's address:

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>

