

## **PRIVACY NOTICE FOR THIS APPLICATION**

### **Our Contact details**

#### Data controller:

Morrison Telecom Services Limited *part of* M Group Services Limited  
Abel Smith House  
Gunnels Wood Road  
Stevenage  
SG1 2ST

ICO Registration Number: ZA566093

### **What is this document?**

*This Privacy Notice describes how we collect and use personal information about you. This is done in accordance with the UK General Data Protection Regulations (UK GDPR) and Data Protection Act (DPA) 2018.*

*Morrison Telecom Services Limited is part of the M Group Services Limited Group of companies. M Group Services is committed to ensuring that your privacy is protected ("M Group Services", "we", "our", "us") explain how we process your personal data and how it is ensured that your personal data is processed in a responsible manner and in accordance with applicable data protection legislation.*

*We may update this notice at any time, and it is important that you read this Privacy Notice so that you are aware of how and why we are using your information. Privacy Notice for Employees and Contingent workers are also found on the Group Intranet. If you have any queries in relation to this Privacy Notice, please contact us at [dp@mgroupservices.com](mailto:dp@mgroupservices.com)*

### **What information do we collect?**

- Location –is captured at point of use
- Name – Retrieved corporate ERP system
- Contract – Retrieved corporate ERP system
- Mobile Number – Retrieved corporate ERP system
- Company – Retrieved corporate ERP system
- Mobile device name and Operating system – is captured at point of use

### **How did we get your information?**

- Authentication is via personal ID card, created and issued after corporate induction

### **Why do we have your information and what do we do with it?**

- We capture information to support the Health and Safety of an individual whilst working out on the field and it is an authentication of a user authorised to work on MTS division. We process the data for the Health and Safety monitoring, trend analysis and business performance.

### **What about my sensitive information?**

- We do not collect any special category (sensitive) data

### **Who do we share your information with?**

- We share the data with your employer and only to the relevant supplier relating to your employment based on your contract with us.

## How do we store your information?

- We store the data on our corporate ERP system on the Salesforce platform which is hosted at Frankfurt, DE / Paris, FRA and the data centre in London, United Kingdom (UK): - London North and London West

## Your data protection rights

*You have the right to:*

- *Right to be informed. In other words, you have the right to be provided with clear, transparent, and easily understandable information such as we have done with this Notice.*
- *Access and obtain a copy of your data on request. This is your right of access.*
- *Require us to change incorrect or incomplete data about you. This is your right to rectification.*
- *The “right to be forgotten”. This right enables you to request that all information we hold about should be deleted (provided we do not have any compelling reason to hold it). This is your right to erasure.*
- *Request that we restrict or suppress the further use of your information. When processing is restricted, we can still store your information, but may not use it further. This is your right to restrict processing.*
- *You have the right to object to certain types of processing.*
- *You have the right to data portability.*

*If you would like to exercise any of these rights, please contact us on [dp@mgroupservices.com](mailto:dp@mgroupservices.com).*

## How to complain

*We trust you are clear about how we manage your data but if you are unhappy with how we’ve handled your information or you would like to exercise your rights, please contact us on [dp@mgroupservices.com](mailto:dp@mgroupservices.com) .*

*We will endeavour to resolve your complaint appropriately. However, if you’re not satisfied with our response to your complaint and you believe our processing of your information does not comply with the requirements of the UK data protection regulation (UK GDPR) and/or the data protection law (DPA 2018), you can make a complaint to the UK data protection authority, the Information Commissioner’s Office (ICO).*