



The McAvoy Group Limited Data Privacy Notice

Welcome to The McAvoy Group Limited ("McAvoy") privacy notice.

Overview

At McAvoy we take your privacy seriously and we are committed to protecting your personal data. We aim to be clear about how we use personal data and this privacy notice will inform you as to how we look after your personal data, what personal data we process and why. It includes the relevant requirements of the General Data Protection Regulation. It applies both your visit our website (regardless of where you visit it from) and when you use our services.

1. IMPORTANT INFORMATION AND WHO WE ARE

This privacy notice aims to give you information on how McAvoy collects and processes your personal data through your dealings with us, including your use of this website or purchase a product from us or use any other service we offer.

This website is not intended for children and we do not knowingly collect data relating to children.

Controller

McAvoy is the controller and responsible for your personal data (collectively referred to as "McAvoy", "we", "us" or "our" in this privacy notice). When we refer to McAvoy we mean:

The McAvoy Group Limited

Company Number: NI008762

Registered address: 76 Ballynakilly Road, Dungannon, Co.Tyrone, BT71 6HD

Third-party links

This website may include links to third-party websites, plug-ins and applications. Clicking on those links or enabling those connections may allow third parties to collect or share data about you. We do not control these third-party websites and are not responsible for their privacy statements. When you leave our website, we encourage you to read the privacy notice of every website you visit.

2. WHERE YOU CAN CONTACT US IF YOU HAVE ANY QUESTIONS ABOUT HOW YOUR PERSONAL DATA IS PROCESSED BY US

We have appointed a data privacy manager who is responsible for overseeing questions in relation to this privacy notice. If you have any questions about this privacy notice, including any requests to exercise your legal rights, please contact the data privacy manager GDPR@mcavoygroup.com.

3. WHAT TYPES OF PERSONAL DATA WE PROCESS, WHERE WE GET THAT PERSONAL DATA FROM

There are instances where we invite or request individuals to provide us with their personal data, including through our websites. In addition, individuals may volunteer their personal data to us by various means of communication, e.g. by telephone, email or via our website.

In providing our services, we may also receive personal data indirectly. Categories of such personal data include: names, addresses, contact information and other information that is relevant to the provision of our services.

Information communicated in connection with the provision of our services is subject to client confidentiality obligations and may be protected by legal professional privilege.

4. HOW WE USE YOUR PERSONAL DATA

We will only use your personal data when the law allows us to. Most commonly, we will use your personal data in the following circumstances:

- Where we need to perform the contract we are about to enter into or have entered into with you.
- Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests.
- Where we need to comply with a legal or regulatory obligation.

Generally we do not rely on consent as a legal basis for processing your personal data.

Purposes for which we will use your personal data

The purposes for which we use personal data and the legal basis for why that processing is necessary or permitted are:

Purpose(s) for Processing	Legal Basis
Communicating with you, our clients or other persons in the course of our business	To support our legitimate interests in managing our business and providing services to our clients provided such interests are not overridden by the rights and interests of the data subjects concerned
Providing our services to clients and managing our business	As above
Maintaining and operating our website	As above
Processing of job applications	(a) To perform or enter into a contract with the data subject; (b) to support our legitimate interests in managing our business and providing services to our clients provided such

Purpose(s) for Processing	Legal Basis
	interests are not overridden by the rights and interests of the data subjects concerned
For the prevention and detection of fraud, money laundering and other crimes or for the purpose of responding to a binding request from a public authority or court	To comply with our legal obligations
Transferring information to third parties, including to our own service providers	(a) To support our legitimate interests in managing our business and providing services to our clients provided such interests are not overridden by the rights and interests of the data subjects concerned; (b) to comply with our legal obligations; or (c) to protect vital interests.

We will retain personal data only for as long as necessary for the purposes for which it was collected; as required by law or regulatory guidance to which we are subject; and for the exercise or defence of legal claims that may be brought by or against us.

We will retain personal data about job applicant candidates for no more than one year.

5. WHO WE DISCLOSE YOUR PERSONAL DATA TO AND WHY

We may disclose personal data to:

- Third parties who provide a service to us
- A public authority in the event that we are required to do so by law
- A third party where we are under a legal obligation to transfer it to that third party
- A prospective seller or buyer of any of our assets or business
- A third party where it is necessary to protect the vital interests of the data subject or another natural person

To the limited extent that it is necessary to transfer personal data outside of the EEA, we will ensure appropriate safeguards are in place to protect the privacy and integrity of such personal data, including standard contractual clauses under Article 46.2 of the GDPR. Please contact us if you wish to obtain information concerning such safeguards (see Contact Us below).

6. DATA RETENTION

How long will you use my personal data for?

We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements. For more information please contact GDPR@mcavoygroup.com.

7. WHAT RIGHTS YOU HAVE IN RELATION TO YOUR PERSONAL DATA AND HOW YOU CAN EXERCISE THESE RIGHTS

Under certain circumstances, you have rights under data protection laws in relation to your personal data.

You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues (www.ico.org.uk). Address: Information Commissioner's Office 3rd Floor, 14 Cromac Place, Belfast, BT7 2JB Tel: 028 9027 8757 or 0303 123 1114 Email: ni@ico.org.uk.

We would, however, appreciate the chance to deal with your concerns before you approach the ICO so please contact us in the first instance.

You have the right to:

- **Request access** to your personal data;
- **Request correction** of the personal data that we hold about you.
- **Request erasure** of your personal data. Note, however, that we may not always be able to comply with your request of erasure for specific legal reasons which will be notified to you, if applicable, at the time of your request.
- **Object to processing** of your personal data. In some cases, we may demonstrate that we have compelling legitimate grounds to process your information which override your rights and freedoms.
- **Request restriction of processing** of your personal data.
- **Request the transfer** of your personal data to you or to a third party.
- **Withdraw consent at any time** where we are relying on consent to process your personal data. However, this will not affect the lawfulness of any processing carried out before you withdraw your consent. If you withdraw your consent, we may not be able to provide certain products or services to you. We will advise you if this is the case at the time you withdraw your consent.

If you wish to exercise any of the rights set out above, please contact us GDPR@mcavoygroup.com/.

You will not have to pay a fee to access your personal data (or to exercise any of the other rights). However, we may charge a reasonable fee if your request is clearly unfounded, repetitive or excessive. Alternatively, we may refuse to comply with your request in these circumstances. We may need to request specific information from you to help us confirm your identity and ensure your right to access your personal data (or to exercise any of your other rights).

This Privacy Notice was last modified May 2018.