



Privacy Notice

Change for good

Get in touch

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info@entecsi.com
entecsi.com

Version History

Issue	Date	Section	Description of Amendment
0.1	30/01/23	All	Initial document draft – following agreed approach to streamline Privacy Notice.
0.2	27/02/23	All	Reviewed by David Fisher and Megan Evans
0.3	03/03/23	All	Reviewed by Sarah Frost
0.4	20/03/23	All	Reviewed by Justine Howl
1.0	24/04/23	All	Published version
1.1	29/01/24	2, 3, 4 & 5	Updates for launch of monthly newsletter

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1. Our Contact Details

Entec Si
Alpha Works, Alpha Tower
Birmingham
West Midlands
B1 1TT

0845 222 0548
info@entecsi.com
www.entecsi.com

2. Purpose of this Privacy Notice

The purpose of the Entec Si Privacy Notice is to state what should be expected when Entec Si collects personal information.

For Entec Si this applies to information collected from the following groups:

- Current, past and prospective Clients
- Suppliers
- Job applicants
- Visitors to our website
- People who contact us
- Current and past employees and associates - Management of this group's data is detailed in our *Privacy Notice for Employees and Associates*, which is available on our HR system.

3. What Type of Personal Information We Collect

We collect and process the following information:

Clients and Suppliers

- Personal identifiers, contacts and characteristics (for example, name and contact details)
- Photographs / videos / quotes of clients / meeting recordings (if consent given)
- Invoices and receipts
- Emails and attachments received by Entec Si
- **Note:** Special category data of client employees (e.g. Staff HR data) or large-scale processing of client personal data - As a rule, such data is not stored / processed on Entec Si systems – clients' systems are used. However, if there is a specific project requirement for such processing, Entec Si will liaise with the client's Data Protection Officer (or equivalent) to complete any necessary assessments / paperwork to ensure that appropriate mitigations are in place when the data is processed

Job Applicants

- We collect at the application stage:
 - Personal identifiers (name, contact details and gender)
 - Employment history, education, qualifications and right to work in the UK
 - Equal opportunities information
 - Information about your health, including any medical condition, health and sickness records
 - Observation records created by Entec Si employees (from assessment days and interviews)
 - Photographs / videos / quotes (at assessment days - if consent given)
- We collect the following when a job offer is made:
 - Date of birth
 - Proof of identify (original documents which are copied: passport & driving licence)
 - Proof of qualifications
 - Referee details
 - Bank details - Sort code, account number, bank name and address
 - Next of kin details: name, relationship to staff member and phone number
 - Basic Criminal Record check (Disclosure and Barring Service)
 - A higher level of security clearance is needed for some roles (National Security Vetting)
 - Health questionnaire - Information about your health, including any medical condition, health and sickness records

Visitors to Our Website

Our website (www.entecsi.com) uses cookies.

You can change your cookie preferences by clicking the cog icon on the bottom left of our website.

Cookies used by www.entecsi.com:

- PHPSESSID www.entecsi.com - Used to store and identify a users' unique session ID for the purpose of managing a user session. The cookie is a session cookie and is deleted when all the browser windows are closed.
- [_fontstore_key api.fontshare.com](http://api.fontshare.com) - For the website's font.
- CookieControl - Stores a user's cookie preferences.
- [_ga*](#) - If the user allows analytics then Google will set a couple of cookies which start with [_ga](#) to store some information about the user.

If you contact us through any function on our website, please see the People Who Contact Us section for what information we collect.

People Who Contact Us

- **Through our website** - If you request to chat to one of our expert consultants or request a free consultation, we collect your name, details of the query and contact details. If you select to 'join our team' please refer to the [Job Applicants](#) section for the data collected at the application stage. If you have chosen to sign up to email marketing via the website, we will send you monthly electronic marketing information via your email address. This would include information about the latest news and views from Entec Si. When opting into email marketing, your details will be stored in our customer relationship management database.
- **Email** - We collect your name and contact details plus the content of your email and any attachments.
- **Social media** - We collect your name and contact details plus the content of your message and any attachments.
- **People who call us** - We do not record phone calls or conference calls but might write down the details of your call and record your name and contact details. If for any reason we wish to record a call, we will ask for your consent.
- **People who make a complaint to us** - We collect details of the complaint; this includes the nature of the complaint and names of any people involved (including the name of the person who made the complaint). If asked to keep the identity of the person who raised the complaint anonymous, efforts will be made to do this, but it often is not possible, as anyone who has a complaint raised against them will need to be investigated and in doing this the context of the complaint will often need to be shared.
- **Through a newsletter sign up option via our website** - If you have chosen to sign up to our monthly newsletter, we will collect your name and email address.

4. How we Get the Personal Information & Why We Have It

Most of the personal information we process is provided to us directly by you.

We use the information that you have given us in order to:

- **Clients / Suppliers** - To enable us to contact you and to complete contractual obligations or to enable us to provide professional services. Photos / videos / quotes are used to promote Entec Si if consent is given. Meeting recordings can enable us to provide professional services (e.g., so anyone who misses a meeting can catch up. We will record and save these on client systems wherever possible).
- **Job applicants** - To process a job application, to assess an applicant's suitability for a role, to produce and monitor equal opportunities statistics and to help ensure an individual's wellbeing, by putting support in place if necessary. Photographs / videos / quotes are used to promote Entec Si if consent is given.
- **Visitors to our website** - Essential cookies enable the website to function. Analytical cookies are optional and collect standard internet log information and details of visitor behaviour patterns.

- **People who contact us** - To enable us to contact you and if applicable, to enable us to investigate a complaint.
- **Through a newsletter sign up option via our website** - To provide you with updates on the work we have been doing and insight into how our service could be of benefit to you and your business.

We may share this information with third party suppliers we appoint to help us carry out our everyday business activities such as: IT suppliers, document management providers, system providers (such as our HR system and project planning software), security and storage services, auditors, lawyers, marketing agencies, tax advisers, and third party service providers that we engage in connection with a project you instruct us on. When we engage with a third party, we check that they have appropriate safeguards in place to protect your data.

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

(a) Your consent

This applies for:

- Analytical cookies on our website. You are able to remove your consent at any time using the cog icon on the bottom left of our website.
- Photographs, videos, quotes and meeting recordings. You are able to remove your consent at any time. You can do this by contacting info@entecsi.com. Note that once images have been publicly shared, they may remain in search engines.
- Job applicants' equal opportunities information and health information. You are able to remove your consent at any time. You can do this by contacting info@entecsi.com

(b) We have a contractual obligation

We reply on this basis to:

- Deliver a contractual service to you.
- Do something you have asked us to before we enter into a contract with you.

(c) We have a legal obligation

We reply on this basis to:

- Store job applicants' data for 12 months after the end of a recruitment campaign to demonstrate that we complied with our legal obligations during recruitment.

(d) We have a legitimate interest

We reply on this basis to:

- Use your data in a way that you would reasonably expect, and which has a minimal privacy impact, or where there is a compelling justification for the processing. For example, client contact data being processed on our project planning software to

aid project management, or contact details being processed as we investigate and respond to a query or complaint.

5. How We Store Your Personal Information

Your information is securely stored.

Once your information has been kept for the retention period below, we will then dispose of your information securely by deleting it from our systems or shredding.

Our retention periods are:

Clients' personal data retention period

- For up to 7 years after project closure. We anonymise personal data where we can once client approval of project closure is received.
- Except:
 - Photographs, videos, quotes and meeting recordings are kept until consent is removed.
 - If special category data of client employees (e.g. Staff HR data) or large-scale processing of client personal data is processed on Entec Si systems, it is deleted 2 months after commission closure.
- For up to 6 months after opting out of our marketing newsletter database.

Suppliers' personal data retention period

- Up to 7 years after purchase of item / service.
- It may be longer if the product is to be used for longer than 7 years as the purpose for which the data was collected would remain.

Job applicants' personal data retention period

- If unsuccessful, 12 months after the end of the recruitment campaign.
- Except:
 - Photographs, videos and quotes could be deleted earlier if consent is removed.
- If successful, employee / associate retention periods apply (see our *Privacy Notice for Employees and Associates*, which is available on our HR system).

Visitors to our website - personal data retention period

Retention period of cookies used by www.entecsi.com:

- PHPSESSID www.entecsi.com – Deleted at the end of a session, when all the browser windows are closed.

- `_fontstore_key` api.fontshare.com – Deleted at the end of the session.
- `CookieControl` – 60 days.
- `_ga*` - 2 years.

People who contact us - personal data retention period

- Through our website
 - If you select to ‘join our team’ please refer to the [Job applicants’ personal data retention period](#) section for retention periods.
 - Any other means of contacting us through our website - up to 7 years*.
- Email
 - Up to 7 years*.
- Social media
 - Personal data is generally kept long as a user’s account is open.
 - Anything public may still be visible once an account is deleted.
 - You are advised to check the retention terms for the social media platform in question.
- People who call us
 - Up to 7 years*.
- People who make a complaint to us
 - Up to 7 years after complaint’s closure.

*we have processes in place to regularly assess the personal data of people who contact us and delete it if legitimate interests for its processing do not remain.

- Note: If after contacting us you later become a client, supplier or job applicant, your data will then be managed by that retention period.

6. Your Data Protection Rights

Under data protection law, you have rights including:

- **Your right of access** - You have the right to ask us for copies of your personal information.
- **Your 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.
- **Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.
- **Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.
- **Your right to object to processing** - You have the the right to object to the processing of your personal information in certain circumstances.
- **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, in certain circumstances.

You are not required to pay any charge for exercising your rights. However, we may charge a reasonable fee if your request is clearly unfounded or excessive. If you make a request, we have one month to respond to you.

Please contact us at info@entecsi.com if you wish to make a request.

7. How to Complain

If you have any concerns about our use of your personal information, you can make a complaint to us at info@entecsi.com

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

The ICO's address:

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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