

Data Protection law will change on 25 May 2018

This document explains your rights and our responsibilities under the new laws.

Our details

MGA Recruitment Limited is a provider of contract and temporary recruitment services, CAD bureaux and technical publications services to Engineering and Construction. Our operating and registered office is at 7 Penn Road, High Wycombe, Bucks HP15 L7N, company number 2946865. Mike Otter is the registered Data Protection Officer for Fasthosts.

How the law protects you

Data protection laws state that we are only able to process personal data if we have valid reasons to do so. The reasons we process your personal data include, but not limited to, your consent, performance of a contract, payments or invoices to you and to contact you.

How do we collect personal data from you?

We receive information about you from you when you use our apply to us for work either directly or via a website, if you contact us by phone, email or otherwise in respect of any of our products and services or during the purchasing of any such product.

If you provide us with personal data about a third party (for example when registering a domain on their behalf), you warrant that you have obtained the express consent from the third party for the disclosure and use of their personal data.

We do not automatically collect your data when you use our website.

What type of data do we collect from you?

The personal data that we may collect from you includes your name, address, email address, phone numbers, employment status and requirements. We will also keep details of your Limited Company or Accountancy that operates your Limited Company on your behalf. We also retain records of your queries and correspondence, in the event you contact us.

How do we use your data?

We use information about you in the following ways:

- To process orders that you have submitted to us;
- To provide you with our services;
- To comply with our contractual obligations we have with you;
- To help us identify you and any accounts you hold with us;
- To provide customer care, including responding to your requests if you contact us with a query;
- To administer accounts, process payments and keep track of billing and payments;
- To review job applications;
- To notify you about changes to our website and services;

Retention periods

- We will keep your personal data for the duration of the period you are a customer of or a supplier. We shall retain your data only for as long as necessary in accordance with applicable laws.
- We may also keep it for research or statistical purposes. We assure you that your personal data shall only be used for these purposes stated herein.

Third Parties

- For the avoidance of doubt, we do not and never shall sell your personal data to third parties for marketing or advertising purposes.
- We work closely with a number of third parties (including but not limited to) business parties, service providers EG CV websites, Credit Agencies and Social Media organisations and though we are not responsible for data they may send to us, in line with ICO recommended practice we will make such data available to you on request in line with Data Protection Laws. We feel this is an added incentive to such companies to ensure they comply with Data Protection and Privacy requirements.
- We may pass your personal data to third parties for the provision of services on our behalf (for example processing your payment). However, we will only ever share information about you that is necessary to provide the service and we have specific contracts in place, which ensure your personal data is secure and will not be used for any marketing purposes.

- We may share your information if we are acquired by a third party and therefore your data will be deemed an asset of the business. In these circumstances, we may disclose your personal data to the prospective buyer of our business, subject to both parties entering into appropriate confidentiality undertakings. Similarly, we may share your personal data if we are under a duty to disclose data in order to comply with any legal obligation or to protect the rights, property, or safety of Fasthosts, our customers, or others. This includes but is not limited to exchanging information with other companies and organisations for the purposes of fraud protection, credit risk reduction and dispute policies. However, we will take steps with the aim of ensuring that your privacy rights continue to be protected.

Your rights

- In preventing the use or processing of your personal data, it may delay or prevent us from fulfilling our contractual obligations to you. It may also mean that we shall be unable to provide our services or process the cancellation of your service.
- You have the right to object to our use of your personal data, or ask us to delete, remove or stop using it if there is no need for us to keep it. This is known as your right to be forgotten. There are legal and accountancy reasons why we will need to keep your data, but please do inform us if you think we are retaining or using your personal data incorrectly.
- Our Privacy Notice shall be made clear to you at the point of collection of your personal data.
- You can view, edit or delete your personal data through the Fasthosts' control panel. You can also make choices about Fasthosts' collection of your data and how we use it.
- You have the right to ask us not to process your personal data for marketing purposes. If you choose not to receive marketing communications from us about our products and services, you will have the choice not to choose these by ticking the relevant boxes situated on the pages either at sign up or in your control panel.
- We will not contact you for marketing purposes unless you have given us your prior consent. You can change your marketing preferences at any time within your Fasthosts control panel.

Accessing and updating your data

You must maintain the accuracy of your information and ensure all your details, including but not limited to, name, address, title, phone number, e-mail address and payment details are kept up to date at all times. You must do this by updating your personal details within your Fasthosts Control Panel.

You have the right to access the information we hold about you. Please email your requests to web@magrecruitment.com so that we can obtain this information for you.