

## **FEV UK Limited**

### **Data Protection Transparency Notice**

This notice provides information on how FEV UK Limited collects and processes personal.

#### **1. Important information and who we are**

FEV UK Limited, registered in England under company number 05145684 and having its registered office at C-Alps Coventry Innovation Village, Cheetah Road, Coventry CV1 2TL is the controller and responsible for your personal data.

If you have any questions about this privacy notice or our data protection practices please contact the Managing Director of FEV UK Ltd using the address shown above.

#### **2. The data we collect about you**

We may collect, use, store and transfer different kinds of personal data about you as follows:

- Identity Data.
- Contact Data.
- Financial Data.
- Transaction Data.
- Technical Data.
- Profile Data.
- Usage Data.
- Marketing and Communications Data.

The table below sets out more details regarding the data that we collect.

#### **3. How we use your personal data**

We will only use your personal data for the purpose for which we collected it which include the following:

- To register you as a new customer/supplier/applicant/employee or consultant.
- To process and deliver your order.
- To manage your relationship with us.
- To improve our website, products/services, marketing or customer relationships.
- To recommend products or services which may be of interest to you.

More detailed information about the way in which we use your data is set out in the table below.

#### **4. How we share your personal data**

We may share your personal data. More detail can be found in the table below.

#### **5. International transfers**

We will not transfer, store and process your personal data outside the European Economic Area. We store your data in the UK and in Germany, on paper in our offices and on computers, servers and mobile devices.

## 6. Your legal rights

Under certain circumstances, you have rights under data protection laws in relation to your personal data including the right to receive a copy of the personal data we hold about you and the right to make a complaint at any time to the Information Commissioner's Office, the UK supervisory authority for data protection issues ([www.ico.org.uk](http://www.ico.org.uk)).

Your rights may include the right to:

- Request access to your personal data.
- Request correction of your personal data.
- Request erasure of your personal data.
- Object to processing of your personal data.
- Request restriction of processing your personal data.
- Request transfer of your personal data.
- Right to withdraw consent.

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## 7. Further details

Context	Type of Data	How Collected	Passed On To	Legal Bases for Processing	Retention Period
HR	Names, addresses, emails, phone numbers, DOB, Driving Licences, residence permit, bank details, nationalities, signatures, salary information, hourly paid, Medical info/Self cert info, Disciplinary	Direct and indirect applications, emails, employee joining forms, Applications by letter or emails. Interview notes	FEV Europe GmbH, External Accountant, Solicitors, UK Visas and Immigration, HMRC, insurance companies, Pension scheme	<b>Legitimate interests:</b> in case of litigation and for the effective running of the business <b>Legal Obligation:</b> Immigration, Asylum and Nationality Act 2006 and Pensions Act 2008	6 years and 4 months from the end of the relationship
Board minutes & shareholder resolutions	Names, addresses, emails, phone numbers, signatures, passport photocopies	Records of decisions in meetings	External Accountant, FEV Europe GmbH, Companies House	<b>Legal Obligation:</b> Companies Act 2006 <b>Legitimate interests:</b> in case of litigation and for the effective running of the business	10 years from the date of the meeting, resolution or decision.
Accounts	Names, addresses, email, phone numbers, signatures, hourly rates, bank details, car registrations, NI, DOB, SRA (2018 Visa application - passport number includes gender, nationality, place of birth, DOB + Parents information)	Invoices, Quotes, Reports of expenses, Bank Statements, Correspondence	External auditor and accountant, HMRC, Companies House	<b>Legitimate interests:</b> in case of litigation and for the effective running of the business <b>Legal Obligation:</b> Companies Act 2006	6 years and 4 months from the end of the relevant financial year

Context	Type of Data	How Collected	Passed On To	Legal Bases for Processing	Retention Period
Contracts	Names, addresses, email, phone numbers, signatures, bank details, fax, car registration, IP address, photographs,	Agreements, Proposals	Legal advisors, accountants, auditors, FEV Europe GmbH	<b>Contractual Obligations</b> and <b>Legitimate interests:</b> in case of litigation and for the effective running of the business	6 years and 4 months from the contractual date of termination.
Operations	Names, addresses, email, phone numbers, signatures, bank details, photographs,	Correspondence	HM Land Registry, Landlord, Insurers	<b>Legitimate interests:</b> in case of litigation and for the effective running of the business	6 years and 4 months 12 years and 4 months (if deed is signed) from the time leases, agreements and reports expire.
Legal	Names, addresses, emails, phone numbers, signatures, SRA, DX	Legal proceedings	Lawyers & to the appropriate Court	<b>Legitimate interests:</b> in case of litigation and for the effective running of the business	6 years and 4 months from the end of the dispute.
Marketing	Photography, names, addresses, emails, phone numbers	Photos taken, Business cards received, contacts via web page & email	FEV Europe GmbH	<b>Legitimate interests:</b> Marketing	6 years from the end of the relationship