



Privacy Notice

Who We Are

Futaba Manufacturing UK Ltd ('we' or 'us' or 'our') gather and process your personal information in accordance with this privacy notice and in compliance with the relevant data protection Regulation and laws. This notice provides you with the necessary information regarding your rights and our obligations, and explains how, why and when we process your personal data.

Futaba Manufacturing UK Ltd's registered office is at **Liverpool Road, Rosegrove, Burnley, Lancashire, BB12 6HJ** and we are a company registered in England and Wales under company number . We are registered on the Information Commissioner's Office Register; registration number **ZA413445**, and act as the data controller when processing your data. Our designated Data Protection Officer/Appointed Person is **Human Resources Manager**, who can be contacted at **Futaba Manufacturing UK Ltd, Plot 5000, Park Avenue, Dove Valley Park, DE65 5BT on 01283 586126**.

Information That We Collect

Futaba Manufacturing UK LTD processes your personal information to meet our legal, statutory and contractual obligations and to provide you with our products and services. We will never collect any unnecessary personal data from you and do not process your information in any way, other than as specified in this notice.

The personal data that we collect from is:-

- Name
- Date of Birth
- Home Address
- Personal Email
- Business Email
- Home Telephone Number
- Mobile Telephone Number
- National Insurance Number
- Passport Number
- Driver's License Number
- Special Category Data (*i.e. health/medical information, details about religion, sexuality etc*)

We collect information in the below ways:-

online form, website orders, employment CV's, New starter induction forms

How We Use Your Personal Data (Legal Basis for Processing)

Futaba Manufacturing UK Ltd takes your privacy very seriously and will never disclose, share or sell your data without your consent; unless required to do so by law. We only retain your data for as long



as is necessary and for the purpose(s) specified in this notice. Where you have consented to us, you are free to withdraw this consent at any time.

The purposes and reasons for processing your personal data are detailed below:-

- *We collect your personal data in the performance of a contract*
- *We collect and store your personal data as part of our legal obligation for business accounting, payroll and tax purposes*

Your Rights

You have the right to access any personal information that **Futaba Manufacturing UK Ltd** processes about you and to request information about:-

- What personal data we hold about you
- The purposes of the processing
- The categories of personal data concerned
- The recipients to whom the personal data has/will be disclosed
- How long we intend to store your personal data for
- If we did not collect the data directly from you, information about the source

If you believe that we hold any incomplete or inaccurate data about you, you have the right to ask us to correct and/or complete the information and we will strive to do so as quickly as possible; unless there is a valid reason for not doing so, at which point you will be notified.

You also have the right to request erasure of your personal data or to restrict processing (*where applicable*) in accordance with the data protection laws. Where applicable, you have the right to data portability of your information and the right to be informed about any automated decision-making we may use.

If we receive a request from you to exercise any of the above rights, we may ask you to verify your identity before acting on the request; this is to ensure that your data is protected and kept secure.

Sharing and Disclosing Your Personal Information

We do not share or disclose any of your personal information without your consent, other than for the purposes specified in this notice or where there is a legal requirement. **Futaba Manufacturing UK Ltd** uses **third-parties** to provide the below services and business functions; however, all processors acting on our behalf only process your data in accordance with instructions from us and comply fully with this privacy notice, the data protection laws and any other appropriate confidentiality and security measures.

Greenpay

We use Greenpay to do our payroll and they act in the capacity of a processor on our behalf. The only information we provide them with is your name, address, salaries, Date of birth, bank details and other details to meet business and legal requirements.



FML Payroll/PKF Cooper Parry

We use FML/PKF Cooper Parry to do our expat payroll and they act in the capacity of a processor on our behalf. The only information we provide them with is your name, address and other details to meet business and legal requirements.

BHSF

We use BHSF for our health Insurance benefit scheme and they act in the capacity of a processor on our behalf. The only information we provide them with is your name, address, start date, DOB, National Insurance Number, Payroll Number, and other details to meet business and legal requirements.

Aviva Life Assurance

We use Aviva for our life Assurance benefit scheme and they and other associated financial advisers act in the capacity of a processor on our behalf. The only information we provide them with is your name, address, start date, DOB, and other details to meet business and legal requirements.

Pension

We use AEGON for our stakeholder pension scheme, they and other associated financial advisers act in the capacity of a processor on our behalf. The only information we provide them with is your name, address, start date, DOB, salary and other details to meet business and legal requirements.

Safeguarding Measures

Futaba Manufacturing UK LTD takes your privacy seriously and takes every reasonable measure and precaution to protect and secure your personal data. We work hard to protect you and your information from unauthorised access, alteration, disclosure or destruction and have several layers of security measures in place, **including:-**

- Active Directory Security User Groups
- FMUK Password Policy
- FMUK IT Policy
- FMUK Acceptable Usage Policy
- Windows Authentication
- Data Encryption
- SSL VPN (Secure Sockets Layer virtual private network)

Transfers Outside the EU

Futaba Manufacturing UK LTD transfers personal data outside of the EU for the below purposes:-

- **Contract information with Futaba headquarters in Okazaki Japan**

Where we transfer personal information for the above reasons, we utilise the below safeguarding measures and mechanisms to ensure that your personal data is always safe and secure:-

- Data Encryption by password protection



Consequences of Not Providing Your Data

You are not obligated to provide your personal information to **Futaba Manufacturing UK Ltd**, however, as this information is required for **legitimate interests**, we will not be able to offer some/all of our services without it.

Legitimate Interests

As noted in the 'How We Use Your Personal Data' section of this notice, we occasionally process your personal information under the legitimate interests' legal basis.

How Long We Keep Your Data

Futaba Manufacturing UK LTD only ever retains personal information for as long as is necessary and we have strict review and retention policies in place to meet these obligations. We are required under UK tax law to keep your basic personal data (*name, address, contact details*) for a minimum of 6 years after which time it will be destroyed.

Special Categories Data

Futaba Manufacturing UK Ltd sometimes needs to process sensitive personal information (*known as special category data*) about you, to comply with national statistics requirements or the performance of the employment contract. Where we collect such information, we will only request and process the minimum necessary for the specified purpose and identify a compliant legal basis for doing so.

Where we rely on your consent for processing special category data, we will obtain your explicit consent through a signature. You can modify or withdraw consent at any time, which we will act on immediately, unless there is a legitimate or legal reason for not doing so.

If you consent to us collecting and using your health or medical for the purposes stated above, please sign below and print your name:-

Signature _____

Print Name: _____

Lodging A Complaint

Futaba Manufacturing UK Ltd only processes your personal information in compliance with this privacy notice and in accordance with the relevant data protection laws. If, however you wish to raise a complaint regarding the processing of your personal data or are unsatisfied with how we have handled your information, you have the right to lodge a complaint with the supervisory authority.

Futaba Manufacturing UK Ltd
Human Resources Manager
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Email: enquiry@fmuk.ltd