



## **eMail Privacy Notice**

### **The Controller - Who we are:**

The Montgomery Transport Group, consisting of Montgomery Transport Limited, Montgomery 88 Limited, Montgomery Transport Ireland Limited, Montgomery Distribution Limited, Montgomery Tank Services Limited, Morrey Oils Limited and Rockmount Vehicle Maintenance Limited.

Montgomery Transport Group is a wholly owned subsidiary of Ballyvesey Holdings Limited.

### **Data Protection:**

Data Protection in the Ballyvesey Group is administered by the GDPR Steering Group.

- Alan Thomson (Finance)
- James Darragh (Compliance & HR)
- Gordon Willis (ICT)
- David Andrews (Chief Information Officer)

All members of the GDPR Steering Group have received training on data protection and information security relating specifically to their responsibilities. In addition, at least one member of the Steering Group holds a General Data Protection Regulations Practitioner Certificate.

The steering group can be contacted by emailing: [dataprotection@ballyvesey.com](mailto:dataprotection@ballyvesey.com)

Or, alternatively by writing to:

Data Protection, Montgomery Transport Group, 607 Antrim Road, Newtownabbey, BT36 4RF

### **Categories of Data Collected:**

Employee personal email addresses.

### **Processing of Data:**

Montgomery Transport Group currently processes your email address under contract in order to provide you with an electronic payslip each time you are paid and other HR/Payroll relevant notices. Email payslips and receiving critical pay or HR Related material are contractually required under Terms and Conditions of Employment. On a consent basis, emails are also used for general broadcasts to all employees, or selective groups of employees in relation to Montgomery Transport Group News Announcements, Training Documentation and other Human Resources material. Employees can opt out of consent based broadcasts at any time.

### **Who will receive the data:**

We will only use your email address for internal purposes. Email addresses are never provided outside the Montgomery Transport Group of Companies. Email addresses are held by Human Resources and Payroll. Managers are not permitted to keep their own records of email addresses,



unless the individual employees have agreed by giving their manager separate written consent to do so.

**Retention Period:**

Broadcast emails will only be processed in relation to an active employee. Once an employee leaves, we will endeavour to record this on our database within 28 days of your manager sending us a leaver notification.

**Your Rights:**

Under the General Data Protection Regulation (GDPR) and The Data Protection Act 2018 (DPA) you have a number of rights with regard to your personal data. If you have provided consent for the processing of your data you have the right (in certain circumstances) to withdraw that consent at any time which will not affect the lawfulness of the processing before your consent was withdrawn. You have the right to request from us access to, and rectification or erasure of your personal data, the right to restrict processing, object to processing as well as in certain circumstances the right to data portability. You have the right to lodge a complaint to the Information Commissioners' Office if you believe that we have not complied with the requirements of the GDPR or DPA 18 with regard to your personal data.

**Provision of Consent:**

I consent to receiving emails about HR related matters.

I consent to receiving emails containing NEWS announcements.

I consent to receiving emails containing TRAINING documentation.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

DPPNMM81025015