

FS Group

General Data Protection Statement

Purpose:

We comply with the **EU General Data Protection Regulation (GDPR)** and the **Data Protection Act 2018**. Any personal data received or created during our work for the Main Contractor is handled lawfully, fairly, and transparently.

Data We Hold:

Basic contact, training, and identification details for site operatives and project personnel (e.g., Safe Pass numbers, certs, phone/email). No unnecessary or sensitive personal data is collected.

Use of Data:

Data is used solely for:

- Contract administration and safety compliance;
- Quality certification and traceability of firestopping works;
- Legal or regulatory obligations (e.g., BCAR, tax).

Data Security:

- All electronic records are password-protected and stored on secure EU-based servers.
- Hard copies are kept in locked storage.
- Access limited to authorised staff only.
- Data retained for the legal period (normally 7 years) and then securely deleted.

Sharing:

Information is shared only with the Main Contractor, client, or statutory authorities where required. We do not share or sell data for marketing.

Rights and Contact:

Individuals may request access, correction, or deletion of their data by contacting:

Data Protection Lead – Phil Gillett

Email: Phil@flamestop.ie