Contractor & Visitor Privacy Notice

This notice tells you how Plasser UK Limited uses your personal information when you visit or work at our sites as a contractor or visitor, and what your rights are.

1. Who we are and who this notice covers

Plasser UK Limited ("Plasser UK", "we", "us") is the controller of the personal information described in this notice.

Registered office	Manor Road West, Ealing, London W13 0PP
Company registration number	652432
ICO registration number	Z5638804
Data protection contact	dataprotection@plasser.co.uk

This notice explains how we use personal information about contractors, sub-contractors, their staff and other visitors who come to our sites or are given access to our systems. It covers information collected through the Contractor Site Induction & Information Security Declaration (SF 095), sign-in records, access badges, CCTV and any IT access we provide.

If you are our employee, our employee privacy notice applies instead.

2. What we collect, why, and how long we keep it

We collect most of this information from you directly. Some comes from your employer or the company that engaged you, such as your name and the work you are here to do.

Information	Why we use it	Lawful basis (UK GDPR Art. 6)	How long we keep it
Name, company, signature, date, badge number	Record that you were briefed on site rules and agreed to them	Legitimate interests (site security and evidence of induction); legal obligation (health and safety)	Duration of engagement + 1 year
Sign-in and sign-out times	Know who is on site, including for fire roll call	Legal obligation (Regulatory Reform (Fire Safety) Order 2005); legitimate interests	12 months
Travel and working times (fatigue check)	Manage the risk of fatigue under our Control of Fatigue Policy	Legal obligation (Health and Safety at Work etc. Act 1974)	12 months
Badge and door access logs	Control and investigate access to buildings and restricted areas	Legitimate interests (security)	12 months
CCTV images	Site security, safety, crime prevention, and level crossing safety	Legitimate interests (security and safety)	30 days, unless needed for an investigation
IT account details, system and network logs (if you are given IT or remote access)	Provide access, keep our systems secure, investigate incidents	Legitimate interests (information security); contract	12 months after access ends
Incident reports you make or are involved in	Investigate and respond to security, safety or data incidents	Legal obligation; legitimate interests	6 years

Where we rely on legitimate interests, we have balanced our need to keep the site and our information safe against your privacy. You can ask us for details of that assessment.

If you do not provide the information we need to sign you in and brief you, we cannot allow you on site or give you access to our systems.

3. Health and accessibility information

You do not have to tell us about any health or accessibility need. If you choose to tell your Plasser UK representative about one that could affect your safety, we use it only to keep you safe. For example, we may help you during an evacuation or adjust your walking route.

- **What we record:** only what is needed, such as "needs assistance during evacuation". We do not write medical details on SF 095.
- **Lawful basis:** legitimate interests or legal obligation (Art. 6), together with your explicit consent (Art. 9(2)(a)). In an emergency we may also rely on vital interests (Art. 9(2)(c)).
- **Who sees it:** your Plasser UK representative and, where needed, first aiders and fire wardens.
- **How long we keep it:** for the duration of your visit or engagement only, then we delete it.
- **Withdrawing consent:** you can withdraw your consent at any time by telling your representative or the data protection contact.

4. CCTV

CCTV operates across our site at all times, including the level crossing and car park. Signs show where cameras are in use.

We use CCTV for security, health and safety, and the prevention and detection of crime. We may share footage with the police or British Transport Police where it is needed to investigate an incident, including anyone failing to stop at the level crossing.

Footage is kept for 30 days and then overwritten automatically, unless it is needed for an investigation.

5. Who we share it with

We do not sell your information. We share it only where needed with:

- your employer or the company that engaged you, for example about attendance, incidents or breaches of site rules
- our IT, security monitoring, backup and CCTV service providers, who act on our instructions under contract
- other companies in the Plasser & Theurer group, where needed to manage a project or a security incident
- emergency services, the police, British Transport Police, the HSE or other regulators, where the law requires it or to protect someone's safety
- our insurers and professional advisers, if there is a claim or legal matter

6. How we keep it secure

We hold paper forms in the HR office and electronic records on access-controlled systems. Only staff who need the information can see it. Our information security controls are managed under our ISO 27001 Information Security Management System.

We do not make decisions about you based solely on automated processing.

7. Your rights

Under UK data protection law you have the right to:

- ask for a copy of the information we hold about you (a subject access request)
- ask us to correct information that is wrong or incomplete
- ask us to delete your information, where we no longer need it
- ask us to restrict how we use your information
- object to our use of your information where we rely on legitimate interests
- ask for information you gave us to be transferred to you or another organisation, where we rely on consent or contract
- withdraw your consent at any time, where we rely on consent

Some rights apply only in certain circumstances. We will respond within one month, and we will tell you if we need longer or cannot meet your request.

8. Contact us and complaints

To use any of your rights, or if you have a question about this notice, contact our data protection contact at dataprotection@plasser.co.uk, or write to Data Protection, Plasser UK Limited, Manor Road West, Ealing, London W13 0PP.

If you are unhappy with how we have handled your information, please contact us first. You also have the right to complain to the Information Commissioner's Office (ICO) at ico.org.uk or on 0303 123 1113.

9. Changes to this notice

We review this notice at least once a year. Version 1.0, last updated 03/11/2026.