

Data Protection & Privacy Policy Statement



Data Protection & Privacy Policy Statement

Marcon Fit-Out Ltd is committed to protecting the privacy and security of personal information relating to employees, subcontractors, clients and other individuals with whom we interact. We recognise the importance of handling personal data responsibly and maintaining the trust of those whose information we process.

The company processes personal data in accordance with applicable data protection legislation including the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

Our Commitments

Marcon Fit-Out Ltd will ensure that personal data is:

- Processed lawfully, fairly and transparently.
- Collected for specified, explicit and legitimate purposes and not used in a way that is incompatible with those purposes.
- Adequate, relevant and limited to what is necessary for the intended purpose.
- Accurate and kept up to date where necessary.
- Retained only for as long as necessary in accordance with legal and business requirements.
- Protected through appropriate technical and organisational security measures.

Access to personal data will be restricted to authorised personnel who require the information to carry out their duties.

Where personal information is shared with third parties, Marcon will ensure that appropriate safeguards are in place to protect that data.

Individuals whose personal data is processed by Marcon have rights under data protection legislation, including the right to request access to their personal information and to request correction where information is inaccurate.

Responsibilities

Directors and managers are responsible for ensuring that appropriate data protection practices are implemented and maintained throughout the organisation.

All employees are responsible for handling personal data in accordance with company procedures and maintaining confidentiality where required.

Failure to comply with this policy may result in disciplinary action and, where applicable, legal consequences.

Further details regarding how personal information is processed are provided in the Marcon MAR.POL.003 - GDPR Notice for Employees, Workers and Contractors.

A handwritten signature in black ink, appearing to read "Mark O'Connor", written over a horizontal line.

Mark O'Connor
Managing Director

Date: 01.04.2026

A handwritten signature in black ink, appearing to read "Mark McElroy", written over a horizontal line.

Mark McElroy
Managing Director