

Appendix 7 – Data protection

Data Protection

In relation to your membership of the Manx Accredited Construction Contractors Scheme (MACCS), the Federation has a responsibility under Data Protection legislation to inform you of the following:

- The purpose for processing personal data supplied in the application or renewal to be a member of MACCS is to ascertain compliance with appropriate criteria for the categories of membership selected;
- The application/renewal data supplied is stored for 24 months pending a late annual renewal, but is then disposed of;
- The application/renewal data is securely stored in paper files in the Federation offices;
- From the data supplied, each contractor's name, address, telephone number, e-mail address, and approved trade categories are made available on the Federation website;
- Enquiries made directly to the Federation office in regard to MACCS contractors are also supplied with that personal information provided on the website;
- Applicants' data is not used for any other purpose, and is not supplied to any other body or organisation by the Federation;
- From time to time MACCS contractors are supplied with various information in relation to industry matters via the contractor's notified e-mail address;
- It is the applicant's responsibility to inform the Federation of any changes to the data held;
- You have the right to access and rectify any data that is held in relation to your MACCS application;
- The contact for any issues in relation to your data is **Steve Woodward**, contact details below;
- You have the right to complain to the Information Commissioner if you feel the terms of the legislation have not been met.

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