

Next of Kin Emergency Contact and Privacy Policy

Who we are and what we do

Inspectahire Instrument Company Ltd collects and processes limited personal information relating to individuals nominated by our employees as an emergency contact and/or next of kin.

This privacy notice explains what personal information we collect, why we require it, how it may be used and retained, and your rights in relation to the information we hold about you.

Any questions regarding this privacy notice or the way in which your personal information is handled should be directed to:

Data Protection Contact
Inspectahire Instrument Company Ltd
Badentoy Road
Badentoy Industrial Park
Portlethen
Aberdeenshire
AB12 4YA
Email: lillianpaterson@inspectahire.com
Tel: 01224 789692

Why we need your information and how we use it

Inspectahire Instrument Company Ltd has a legitimate interest in processing emergency contact and next of kin information where it may be necessary to contact someone on behalf of an employee, for example in the event of an emergency or where there is a concern for the employee's welfare.

This information is collected and retained to enable the Company to maintain accurate and up-to-date emergency contact details throughout the employee's employment.

What Personal Information do we collect?

Inspectahire Instrument Company Ltd obtains this information from the employee who has nominated you as their emergency contact and/or next of kin.

The personal information we may collect and hold includes:

- name,
- relationship to the employee
- address,
- email address
- contact number

This information will be securely stored within the Company's electronic records and accessed by employees where required for legitimate business purposes, including responding to an emergency or concern regarding an employee's welfare.

Who your information may be shared with

Your information may be accessed and used by Inspectahire employees where there is a legitimate business need to do so. This will normally be for the purpose of contacting you in connection with an emergency or concern regarding the health, safety or welfare of the employee who nominated you.

Examples may include:

- where an employee becomes unwell or is involved in an incident and it is necessary to contact their emergency contact or next of kin;
- where an employee has not reported for work and reasonable attempts to contact them directly have been unsuccessful; or
- another situation where there is a genuine concern for the employee's health, safety or welfare.

Emergency contact and next of kin information will only be used where there is a legitimate reason to do so and will not be shared more widely than necessary for the circumstances.

How long we keep your information (retention period)

Your personal information will normally be retained for the duration of the relevant employee's employment with Inspectahire Instrument Company Ltd, or until the employee advises us that you are no longer their nominated emergency contact and/or next of kin.

Where emergency contact or next of kin details are updated or replaced, information that is no longer required will be securely deleted or disposed of in accordance with the Company's records management and data protection arrangements.

How we protect your Information

Inspectahire Instrument Company Ltd takes appropriate measures to protect your personal information against loss, misuse, unauthorised access, alteration or disclosure.

Your information will only be accessed or used where there is a legitimate business need, such as responding to an emergency or concern regarding an employee's health, safety or welfare.

Where it is necessary to share emergency contact or next of kin information outside the United Kingdom, for example in connection with an employee working overseas, appropriate measures will be taken to ensure that the information is handled securely and in accordance with applicable data protection requirements.

In the event of a personal data breach, Inspectahire will assess the circumstances and take appropriate action in accordance with its data protection and breach management arrangements.

Your Rights

Under applicable data protection legislation, you have certain rights in relation to the personal information we hold about you. Depending on the circumstances, these may include the right:

- to request access to your personal information;
- to request correction of inaccurate or incomplete personal information;
- to request erasure of your personal information in certain circumstances;
- to object to or request restriction of the processing of your personal information;
- to request the transfer of your personal information in certain circumstances; and
- to raise a concern about how your personal information has been handled.

These rights may be subject to certain legal conditions or exemptions.

How you can access, update or correct your information

If you would like to request access to the personal information Inspectahire Instrument Company Ltd holds about you, or believe that any information we hold is inaccurate or out of date, please contact the Company's Data Protection Contact.

Requests will be handled in accordance with applicable data protection requirements and within the relevant statutory timescales.

Data Protection Contact

Inspectahire Instrument Company Ltd
Badentoy Road
Badentoy Industrial Park
Portlethen
Aberdeenshire
AB12 4YA
Email: lillianpaterson@inspectahire.com
Telephone: 01224 789692

Further information and complaints

If you have any questions or concerns about how Inspectahire Instrument Company Ltd collects, uses or protects your personal information, please contact the Company's Data Protection Contact using the details provided within this privacy notice.

If you are not satisfied with how your personal information has been handled, you also have the right to raise a complaint with the Information Commissioner's Office.

Further information about your data protection rights and how to make a complaint is available from the Information Commissioner's Office.

This privacy notice may be updated from time to time to reflect changes to our practices, legal requirements or other relevant circumstances.

Authorised by:

A handwritten signature in black ink, appearing to read "Cailean Forrester", written over a blue horizontal line.

Cailean Forrester (Sep 2, 2026 10:04:46 GMT+1)

Name: Cailean Forrester

Position: Managing Director

Date: 02/09/2026 (Review to be set 13 months from this date)

Next of Kin Emergency Contact and Privacy Policy 2026 - 2027 - POL 19 Rev 02

Final Audit Report

2026-09-02

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