



Privacy Policy

1. Introduction Who We are:

We take privacy and the protection of personal information seriously. This Privacy Policy sets out details about how ONG gather, use and share personal information and about individual privacy rights. How we use personal information depends upon the context in which it is made available to us.

The ONG Data Protection Officer (DPO) provides help and guidance to make sure we apply good practice standards in protecting personal information in line with procedures. This Privacy Policy provides up to date information about how we use personal information and will superseded any previous information we have published about using personal information. We may make minor updates to this Privacy Policy from time to time, however if we make any material changes to the manner in which we process and use your personal information, we will announce this clearly at that time.

2. About us:

We are a registered company in Ireland, Registered as ONG Automation Ltd. Our registered address is, Unit 2, Block 2, Waterfront Business Park, Little Island, Co, Cork.

3. What kinds of personal information do we use and hold.

We use a variety of personal information depending on the circumstances under which personal information is made available to us. We may use personal information in the following circumstances.

(a) Business Contacts: We hold the names, job titles, employer details and professional contact details for various business contacts, including client contacts, supplier contacts and interested parties.

(b) Clients: Project Information: We may collect and use personal information of individuals that work for our clients.

This can include names, project details, contact details and information about an individual's work or role at our client.

(c) Training Services: If you have signed up to one of our training courses, we will process your name, job title, employer details, professional contact details.

(d) Job Applicants / Recruitment: Where you apply for a role with us, we will process the personal information you provide to us as part of your application and any interview selection process. You will ordinarily include your name, personal contact details, professional history, education and qualifications and references.

(e) If you submit a CV to us, or if it is transmitted to us by a referral service, once received it will be stored appropriately by us and processed securely in accordance with our Privacy Policy.

You may also choose to submit a CV to us via email. Although this is common practice, be aware that it is possible for an email to be intercepted by a third party. ONG has in place privacy and security practices to safeguard candidates' personal information as well as confidential corporate / customer information. You may in some cases submit information via a third-party referral site (e.g. for a job application) which is subsequently relayed to us. By sending your CV to ONG Automation Ltd, you will be consenting to the processing of your personal data as per our privacy policy.

Information from candidates will be expressly approved by the candidate when shared with clients.

Customer and client information is shared where required under signed and approved confidentiality agreements. Information could include name, e-mail address, mailing address, phone number, financial information, career history, personal references, education.

4. What and why do we use and collect your personal information for:

- Provide answers to you.
- Communicate with you by phone or by email about potential recruitment / employment.
- Provide for orders or other activities between customers and purchasing.
- Provide you information about opportunities, services, products, contract, tenders.



- Provide you with the services you request.
- Apply for work at ONG Automation Ltd or provide recruitment services.
- Browse our Website.
- Provide remote customer support or access.

We may also collect the following information automatically when you use our Website or provide Remote access to services. IT information, including the Internet Protocol (IP) address may be used to connect your computer to the Internet, your login information, browser, settings, browser plug-in types or versions, login details, including the operating system is used. We may also obtain other information, including personal information, from third parties or publicly available sources, and combine that with information we collect through a Website. We do not purchase personal information on EU residents from third-party commercial marketing databases.

5. Who will your personal information be shared with:

When you submit a CV details to apply for a job at ONG Automation Ltd, we may share some or all of that information with our customers where it concerns projects or service we are providing directly to our customers. We may share your personal information with third parties who may take over some or all of the ONG business in the future. We may preserve and share your personal information in response to legal requirements.

6. How we gather your personal information:

We only use personal information which we have obtained directly for the purposes described in this Privacy Policy. Personal Information is gathered in the following ways: (a) Business Contacts: These may be collected via forms or other various means, website, or in the course of business as usual correspondence with business contacts. (b) Project Information: We may collect personal information held by our clients in the course of providing project services and installations. Personal information may be included in documentation we are required to assess as part of our business and will ordinarily be provided or made available to us by our client.

7. Why we use personal information:

We will use personal information for the following purposes:

Business Contacts: We process the personal information of our business contacts as necessary for the legitimate interests of managing the day-to-day operation of our business, including correspondence, engaging with suppliers, and promoting our services to business contacts.

Clients / Project Information: We may collect and use personal information of individuals that work for our clients. This can include names, contact details and information about an individual's work or role.

Training Services: If you have signed up to one of our training courses, we will process your name, job title, employer details, professional contact details and information about your performance on the training course.

Job Applicants: Where you apply for a role with us, we will process the personal information you provide to us as part of your application and any interview selection process. This will ordinarily include your name, personal contact details, professional history, education and qualifications and references. We may also collect and use some special categories of personal data about job applicants. We process the personal information of job applicants for the legitimate interests of determining whether or not to employ a particular individual for a role in our organisation. Where we decide to employ a job applicant, we process their personal information for the purposes of entering into and performing our employment contract with the applicant.

8. How long DO we keep personal information:

ONG keep your personal information for a length of time appropriate to our business needs, up to a maximum of 5 years where required in line with our procedures. Information will be deleted from our systems after the retention period expires or earlier when you inform us that you wish all your data to be deleted. You can object to our use and storage of your personal information at any time, or tell us that you no longer wish to be contacted by ONG Automation Ltd.



9. Where we store your information:

ONG ensures procedures are followed to ensure that your information is processed securely and in accordance with this Policy Statement. Information that is stored or provided to ONG is stored on secure dedicated servers or on third party systems contracted to us. ONG IT systems are maintained to current best practices, including the security requirements of ISO:27001, inclusive of Microsoft Security Policy -Trust Centre.

ONG ensures that any third parties hosting our Website and other related services have must have adequate security measures in place to protect personal information. We will never retain personal information for any longer than is necessary for the purposes we need to use it for.

Generally, in respect of personal information gathered in the context of a contract, we will retain personal information for the duration of the contract and a period of up to five years after the contract has expired or terminated, in case such personal information is required for the exercise or defence of a legal claim during this period. We may also retain personal information for as long as required by law or regulation or instruction of a relevant legal requirement.

10. Sending personal information overseas :

We may need to transfer personal information outside of Ireland and the European Economic Area (EEA) to our agents, suppliers (including consultants) based in countries where data protection laws may not provide the same level of protection as those in the EEA – including China, the USA and India. We will only transfer your personal information outside the EEA where either: (a) the transfer is to a country which the EU Commission has decided ensures an adequate level of protection of personal information; or (b) we have put in place our own measures to ensure adequate security as required by data protection laws. These measures include ensuring that personal information is kept safe by carrying out security checks on our overseas partners and suppliers, backed by strong contractual undertakings approved by the EU Commission (known as EU standard contractual clauses). Some US partners and supplier may also be certified under the EU-US Privacy Shield which confirms they have appropriate measures in place to ensure the protection of personal information.

11. Sharing personal information with third parties :

We only share personal information with third parties to the extent necessary where we are under a legal or contractual obligation to do so; or is it fair and reasonable for us to do so in the circumstances. We may share personal information with the following third parties:

Suppliers: We use a number of different suppliers, including IT suppliers, payment processors and consultants, with whom we share personal information so that these suppliers can process personal information on our behalf. In these circumstances, we take steps required by data protection laws to ensure that these suppliers protect the personal information we share with them.

We may be required to share personal information with accreditation and regulatory bodies (such as NQA, UKAS, BSI, NSAI, HSA, amongst others) to provide services to ONG Automation Ltd.

12 Access:

You must specify the data / record you are requesting at the time of application for data access. ONG will provide the requested information data / record subject within one month of receipt of the request.

We will not make any charge for responding to any request from an individual exercising their privacy rights, and we will respond to any requests in accordance with our obligations under data protection laws.

Individuals can make a complaint about how we have used their personal information by contacting us. If we are processing any data for which you have given consent you may withdraw consent. Question or enquiries regarding the above policy rights can be directed to the ONG Data Protection Officer by post to ONG Automation Ltd, Unit 2, Block 2, Waterfront Business Park, Little Island, Co, Cork, or email onggdpr@ongautomation.com.