



Marshall Aerospace Partners Privacy Notice

No: **VSV1000-U04**
Issue: **1**
Date: **14 Oct 2026**
Pages: **1 of 4**

1. SCOPE

This privacy notice describes how we collect and use personal information about you before, during and after your working relationship with us in accordance with the UK General Data Protection Regulation (GDPR). It applies to personnel that do not work for Marshall Aerospace directly but are working on a Marshall Aerospace site collaboratively with Marshall Aerospace staff Referred to as 'Marshall Aerospace Partners' or 'you' in this document.

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3. RESPONSIBILITIES

The Data Privacy Manager is responsible for ensuring that this notice is made available to data subjects prior to Marshall Aerospace collecting/processing their personal data.

All Employees/Staff of Marshall Aerospace who interact with data subjects are responsible for ensuring that this notice is drawn to the data subject's attention and their consent to the processing of their data is secured.

4. PRIVACY NOTICE

4.1. WHO ARE WE?

4.1.1. In the context of this Privacy Notice 'Marshall Aerospace' refers to a group of different legal entities, details of which can be found on the Marshall Aerospace Privacy Notice web page. This Privacy Notice is issued on behalf of the group of companies known as Marshall Aerospace, so when we refer to 'Marshall Aerospace', 'The Company', 'we', 'us' or 'our' in this Privacy Notice, we are referring to the relevant company responsible for processing your personal data.

4.1.2. The entity which will be the controller for your data is the entity with which you have entered into a contract of employment, consultancy, voluntary agreement, or partnership.

4.1.3. Our Data Privacy Manager and Security can be contacted directly here:

DataPrivacyManager@marshalladg.com (Marshall Aerospace Data Privacy Manager)
01223 373737

Security.management@marshalladg.com (Marshall Aerospace Security Department Rep)
01223 399438

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Any queries referring to the Employee Privacy Notice should be referred to HR in the first instance.

4.2. PERSONAL DATA TYPES:

- 4.2.1. Personal data is any information that identifies a living individual such as name, an identifying number (e.g. National Insurance No, Clock No), location or physical characteristics associated to that individual. It can be an opinion of someone, or any information that when combined together identifies the person. In the context of this document this data will be referred to as ordinary.
- 4.2.2. Some personal data is classed as “special category data”. This is data referring to race/ethnicity, religious beliefs, sexual orientation, political opinions, trade union membership, information about your health, genetic and biometric information, and criminal records.

4.3. WE MAY COLLECT AND PROCESS THE FOLLOWING PERSONAL DATA ABOUT YOU:

4.3.1. Ordinary personal data

- Your Name, Address and contact details, including Email Address and telephone, Date and Place of Birth, National Insurance Number.
- Nationality, Immigration Status, 5 Year Personnel and Occupational History Details.
- Passport, Written Confirmation of current Employment.
- Official Secrets Act & National Security Act Declaration (this contains your Name & Signature)

4.3.2. Special category personal data

- Self-Criminal Record Declaration
- Criminal Record Check (if appropriate)
- 5 Year Personnel and Occupational History Details (which by its content elevates it to special category)

4.4. THE PERSONAL DATA WE COLLECT WILL BE USED FOR THE FOLLOWING PURPOSES:

- 4.4.1. To formulate a Baseline Personnel Security Standard for pre-employment screening of Data Subjects to enter an MOD Approved Security Controlled site. This provides the UK Cabinet Office with a level of assurance to allow ongoing entrance to site.
- 4.4.2. Our legal basis for processing of the personal data is contractual. Marshall Aerospace carries out work on behalf of the UK Government as part of an undertaking of these contracts all personnel on site must have been security cleared in accordance with:
 - HMG Baseline Personnel Security Standard Version 8.4 – January 2025

4.5. DISCLOSURE

- 4.5.1. Your information may be shared internally, in Procurement and Logistics, ITAR and Trade Control, Airport, Security, Project, Facilities, Health and Safety and Compliance, Accounts and Finance Teams, managers in the business area in which you work and IT staff if access to the data is necessary for performance of the services.
- 4.5.2. We may share your data with the following third parties:
 - Consultants supporting Projects and Tenders where relevant and applicable



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- Contractors you will be working and interfacing with on Projects where relevant and applicable
- Relevant Government Departments and Agencies relating to law and regulations
- Health and Safety or Compliance providers
- Security – Cloud Booking
- Ministry of Defence (MoD) - clearances and access to MoD sites if required
- Marshall Aerospace customers - access to customer sites if required
- Airport Security providers
- Airport Advisors - Civil Aviation Authority, NATS, EASA, FAA, GSAT advisors
- Archiving Services provider
- Auditors & Legal advisors
- Professional advisors

4.6. TRANSFERRING PERSONAL DATA OUTSIDE THE EEA

4.6.1. All Countries within the European Union are covered by the GDPR, so your personal data will be handled and managed in exactly the same way as you would expect in the UK and can therefore be transferred without any other additional controls in place.

4.6.2. Other Countries considered to have adequate Data Protection laws in place are the countries included in the European Economic Area (Norway, Iceland & Liechtenstein) and the countries identified in the following link:

<https://www.gov.uk/government/publications/uk-approach-to-international-data-transfers/international-data-transfers-building-trust-delivering-growth-and-firing-up-innovation>

4.6.3. In all other Countries where your personal data may be transferred the Company will ensure that appropriate measures are in place to protect it and will inform you of the transfer of data and the reasons why it is necessary.

4.6.4. If you require information on the Countries, we currently transfer personal data to and the reasons for doing so please contact the GDPR Owner to discuss what safeguards have been put in place to protect your data.

4.7. RETENTION PERIOD

4.7.1. Marshall Aerospace Security Department will process and store personal data for the duration of your engagement with Marshall Aerospace plus 1 year.

4.8. YOUR RIGHTS AS A DATA SUBJECT

4.8.1. At any point while we are in possession of or processing your personal data, you, the data subject, have the following rights:

- Right of access – you have the right to request a copy of the information that we hold about you.
- Right of rectification – you have a right to ask for data that we hold about you that is inaccurate or incomplete to be corrected.
- Right to be forgotten – in certain circumstances you can ask for the data we hold about you to be erased from our records. If there is no overriding legal reason to keep it.
- Right to restriction of processing – where certain conditions apply to have a right to restrict the processing.

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- Right of portability – you have the right to have the data we hold about you transferred to another organisation.
- Right to object – you have the right to object to certain types of processing
- Right to object to automated processing, including profiling – You have the right to ask for certain important computer-made decisions (including profiling) to be challenged and to ask for a human to intervene. (Please note that at this time no automated processing of Personal Identifiable Information (PII) is in operation.
- In the event that Marshall Aerospace refuses your request under rights of access, we will provide you with a reason as to why.

4.8.2. You have the right to complain as outlined in clause 4.9 below.

4.8.3. All of your rights identified above apply to any third party (as stated in 3.6 above) should they be involved in the processing of your personal data.

4.8.4. If you would like to exercise any of these rights, please contact the company Data Privacy Manager, by emailing DataPrivacyManager@Marshalladg.com or by sending written correspondence to The Data Privacy Manager, Marshall Aerospace, Concorde House, Newmarket Road, Cambridge, CB5 8AA.

4.8.5. You can make a subject access request by completing the organisation's Subject Access Request Form on the Marshall Aerospace Privacy Notice web page.

4.9. COMPLAINTS

4.9.1. In the event that you wish to make a complaint about how your personal data is being processed by Marshall Aerospace (or third parties as described) or how your complaint has been handled, you have the right to lodge a complaint directly with Marshall Aerospace's Data Privacy Manager, by emailing DataPrivacyManager@Marshalladg.com or by sending written correspondence to The Data Privacy Manager, using the contact details below.

4.9.2. If the complaint is not resolved to your satisfaction, you have the right to lodge the complaint with the Supervisory Authority.

4.9.3. The details for each of these contacts are:

	Data Privacy Manager	Supervisory Authority
Contact Name:	Data Privacy Manager	Information Commissioners Office (ICO)
Address:	Marshall Aerospace Concorde House Newmarket Road Cambridge CB5 8AA	Wycliffe House Water Lane Wilmslow Cheshire SK9 5AF
Email:	DataPrivacyManager@Marshalladg.com	https://ico.org.uk/global/contact-us/
Telephone:	01223 373737	0303 123 1113
Website:		https://ico.org.uk/make-a-complaint/