

PRIVACY NOTICE

13/11/2026

DORNAN
A Turner Company

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COMPLIANCE YOU CAN TRUST

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PRIVACY NOTICE

Dornan Engineering Limited (hereafter known as 'Dornan') takes your privacy seriously. This Privacy Notice describes Dornan's privacy practices in relation to information that we collect through our website, applications and via other services provided by us offline. This Privacy Notice outlines:

1. Who we are.
2. Explanation of terms.
3. What information we collect about you.
4. How we collect the information, the purpose and the lawful basis.
5. How we share information that we collect.
6. How we store and secure information that we collect.
7. Your rights as a data subject.
8. How you can access and control your information.
9. Other important details.

This Privacy Notice does not apply to the practices of third parties that Dornan does not own or control.

1. WHO WE ARE?

Dornan is a Mechanical, Electrical and Instrumentation Services Company that provides a range of engineering services across Europe and the UK. Dornan Engineering refers to all entities under the Dornan umbrella, including all wholly owned subsidiaries.

If you have a query in relation to how your data is handled, you can contact us by email or phone:

Email: dpo@dornangroup.com

Phone: +353 21 233 0900

Post: DPO
Dornan Engineering Ltd
10 Eastgate
Little Island
Cork T45 PC63
Ireland.

2. EXPLANATION OF TERMS

Personal information means information relating to a living individual who is or can be identified either from the data or from the data combined with other information that is in, or is likely to come into, the possession of the Data Controller.

Sensitive personal information relates to special categories of data which are defined as relating to an individual's racial origin; political opinions or religious or other beliefs; physical or mental health; sexual life; biometric data for the purpose of identifying an individual and trade union membership.

Processing means performing any operation or set of operations on data including obtaining, recording, or keeping data, collecting, organising, storing, altering, or adapting the data, retrieving, consulting, or using the data, disclosing the information or data by transmitting, disseminating, or otherwise making it available, aligning, combining, blocking, erasing, or destroying the data.

A Data Subject is an individual who the personal information relates to.

A Data Controller is a person or organisation who, either alone or with others, controls the contents and use of personal information.

A Data Processor is a person or organisation who processes personal information on behalf of the Data Controller

3. WHAT INFORMATION WE COLLECT ABOUT YOU

Dornan collects the following information:

- Personal Data. "Personal Data" is information that, directly or indirectly, identifies you or another individual and which may include name, title, company name, job function, expertise, postal address, telephone number, email address, browser, and device information (including IP Address), and information collected through cookies and other similar technologies. If you submit any Personal Data relating to other people to us or to our service providers, you represent that you have the authority to do so and to permit us to use the information in accordance with this Privacy Notice.
- Special categories of Personal Data (sensitive data). While Dornan does collect and process many types of special categories of personal data, it may be necessary, for example, to obtain your facial image or similar biometrics, for utilising Dornan's clock-in/on-site system.
- Other Information. "Other Information" is any information that does not and cannot be used to reveal your identity or that of another individual, such as information which has been fully and permanently anonymised. We use this information for other purposes as described below.

4. HOW WE COLLECT THE INFORMATION, THE PURPOSE AND THE LAWFUL BASIS

Dornan collect Personal Data and Other Information in several ways for a number of purposes and under the lawful basis of the GDPR. Details in relation to the information collected, the purpose and lawful basis are outlined in the table below:

How its collected	Information collected	Purposes	Lawful basis
Offline	We may collect information from you offline, such as during on-site visits, during phone calls with our representatives, or when you contact us.	• To send information and materials regarding our products and services. • To send administrative information such as changes to our terms, conditions, and policies. • To verify the accuracy of the information we receive – we only use your identification details for this purpose.	• With your consent. • As part of our contractual obligations to you. • Our legitimate interests.
From you	Dornan collects information such as your contact details, location, or your preferred means of communication (including email) when you voluntarily provide it.	• To send administrative information such as changes to our terms, conditions, and policies. • To verify the accuracy of the information we	• As part of our contractual obligations to you. • Our legitimate interests.

		receive – we only use your identification details for this purpose	
From you	You can browse Dornan's website without disclosing any information about yourself. Where we do request information from you, it is only information which we need to be able to provide you with the service(s) you have requested. By entering your details in any fields requested, such as your name, email address, telephone, or mobile number you enable Dornan to provide you with the service(s) you select and for market research, which allows us to understand how to provide a better service for all customers. We will tell you if we would like to send you information about our services or products and give you the choice to opt-in. We will also	To send you marketing communications, if you have consented to receiving these communications, including via email in compliance with applicable laws and in accordance with your preferences, that we believe may be of interest to you.	With your consent.

	give you the opportunity to easily opt-out at any time.		
Via your browser or device	Certain information is collected by most browsers or automatically through your device, such as your Media Access Control (MAC) address, computer type (Windows or Macintosh), screen resolution, operating system name and version, device manufacturer and model, language, Internet browser type and version, and the name and version of the site you are using. Your IP Address is a number that is automatically assigned to the computer that you are using by your Internet Service Provider (ISP). An IP Address may be identified and logged automatically in our server log files whenever you access the website, along with the time of the visit and the page(s) that you	To calculate usage levels of the web site, to administer the site and to diagnose problems with servers.	Our legitimate interests.

	visited. Collecting IP Addresses is standard practice and is done automatically by many websites, applications, and other services, such as Google Analytics. Note that many devices will have their own privacy settings and notices under which they may collect your information, so you may wish to check your device settings to obtain details of such processing.		
Via cookies and other similar technologies	"Cookies" include commonly used pieces of information in the form of small files that are placed on an individual's device to enable the individual to more easily communicate and interact with the website. When you visit a website, it can send one or more cookies to your device. Please review our Cookies Policy (which can be found on our website) for more information.	These cookies enable us to store information about your device which helps us, amongst other things, to provide you with a good experience when you browse and enhance the level of services and functions provided.	With your consent.

Via our social media sites	We may collect publicly available information from social media websites, applications, and online content.	For our business purposes, such as developing new products, enhancing, improving, or modifying our website, applications, and services, identifying usage trends and determining the effectiveness of our operations.	Our legitimate interests.
Via third parties	We may be provided with your personal information from a third party, for example, your employer may submit invoices to us that contain your personal data.	To make or receive payments, including all types of payments to suppliers, employees, contractors, sub-contractors, and clients.	As part of our contractual obligations.
Via third parties	Dornan may collect information about minors under the age of 16. Specifically, this personal data relates to images, photos or videos provided by schools.	To promote STEAM education within schools. STEAM stands for Science, Technology, Engineering, Arts and Math's.	With the consent of the holder of parental responsibility.
Via third parties	We may collect information about minors u16. This processing is in relation	To share this information with government agencies as per our	To meet our legal obligations.

	to seconded employees where details of family members are required to meet country specific requirements.	legal obligations i.e., Revenue, local authorities etc.	
Via recruitment processes	We will process certain personal information about our employees, that we collect during the job interview process and at the start of employment and in the course of employment. We will process information you provide to us via the recruitment process including references, results of pre-employment screening, employment history, relevant experience, achievements, skills and qualifications, equalities monitoring information (if required), the outcome and results of any interviews or tests (which are part of the recruitment process) and any other information you provide us in the context of the recruitment process	Dornan and the companies that process recruitment related information on our behalf, will use your personal information for the purposes of recruitment, including to evaluate your application and assess your suitability for the role in question, make a decision about whether you must be selected for interview and appointment, conduct relevant pre-employment screening (e.g. carry out criminal record checks; verify your address, academic qualifications and work experience), review and audit	• In order to enter into a contract. • Equalities monitoring activities are carried out only with your consent).

	(e.g., proof of right to work). The information provided enables Dornan to consider you for the recruitment process.	the recruitment process and its outcomes, carry out equalities monitoring activities and identify any future employment opportunities which may be of interest to you.	
CCTV Monitoring	We have CCTV cameras installed on some sites and offices (inside and/or outside). Images of employees may be captured must they enter these buildings. The CCTV will be retained for a maximum of 1 month to facilitate review for potential incidents. Should an incident occur, CCTV footage will be retained for longer in order to facilitate an investigation including transmission to the relevant authorities for pursuit of a criminal investigation.	For the purposes of security and protection of materials and property.	Our legitimate interests.
Through authorised photography and	Images and video recordings of employees, business partners,	Project monitoring, documentation, and quality control; health and safety	Legitimate interests; legal obligation where applicable; consent for promotional use;

video recording in connection with Dornan projects by approved personnel, approved devices, systems, or project documentation tools	subcontractors, consultants, visitors, and other individuals engaged on Dornan projects, including identifiable features, activities, location, and surrounding visual context	management and incident review where applicable; security and protection of people, assets, and project information; compliance with legal, regulatory, and contractual obligations; promotion of company activities where appropriate consent has been obtained; and protection of individuals' privacy, including prevention of unauthorised storage, sharing, misuse, or retention of images and recordings in accordance with company procedures	contractual necessity where required for project delivery or administration
Via Subcontract Compliance Portal	Dornan collects personal information through its Subcontract Compliance Portal for the purpose of carrying out right to work and related compliance checks. This may include but is not limited to personal details, contact details,	We use a secure subcontractor portal to facilitate the upload and management of required documentation. Any documents submitted through this portal are processed in line	To meet our legal, regulatory and contractual obligations.

	date of birth, nationality, identification documents, passport details, visa or work permit information, proof of right to work records, and any supporting documents required to verify work eligibility and subcontractor compliance.	with the EU General Data Protection Regulation (EU GDPR), the UK General Data Protection Regulation (UK GDPR), and the Data Protection Act 2018, and are accessible only to authorised, trained personnel. The portal is designed in line with the principles of data minimisation and privacy by design, ensuring that only information which is necessary and relevant for the intended purpose is requested and processed, and that appropriate data protection measures are embedded into its design and operation. We ensure that appropriate technical and organisational measures are in	

		place to protect all information uploaded to the portal.	
Various	We will collect and use your Personal Data for fraud prevention, to ensure network and information security or for administrative transfers within the Dornan.	For fraud prevention, to ensure network and information security or for administrative transfers within Dornan (see section 5 for how we share information securely).	Our legitimate interests.

Employees, business partners, subcontractors, and any other personnel engaged on our projects are strictly prohibited from taking photographs or recording video on site without prior authorisation. This includes any photography or video recording that falls outside of their normal duties. Where photographs or videos are required as part of an individual's role, this must be approved and carried out in line with company procedures. This restriction applies particularly in situations where such images or recordings may cause distress, compromise privacy, or be considered inappropriate, including but not limited to incidents, injuries, sensitive works, or individuals without their consent. Any unauthorised photography or recording may result in disciplinary action and/or removal from site. If any individual receives or is in possession of unauthorised photographs or video recordings, they must not store, copy, or share such material and must report it immediately in accordance with company procedures.

If you have any questions in relation to legal basis, please contact the DPO, who will be happy to provide you with further details.

We will respect your right to privacy and only contact you if we have your consent, and we will only use methods you have agreed to. This may be post, face to face, email, text message, telephone, or any other available messaging service. We do not contact children with details of services. We will not sell your details to other organisations but may use marketing agents to act on our behalf.

You can withdraw consent at any time, and we will stop sending you details of our marketing offers. If you change your mind at any time about the contact methods you have agreed to, or to withdraw your consent, just let us know:

Phone: +353 (0) 21 233 0900

Email: reception@dornangroup.com

Online: https://www.dornan.ie/contact-us/cork-ireland/

We will always respect your rights to privacy and will only process your personal information where a lawful purpose applies:

- You have consented to the processing.
- It is necessary for the performance of a contract you have or have requested to enter.
- If we have a legal obligation to do so.
- To protect the vital interests of an individual.
- If we have a legitimate business interest where it does not have an unfair impact on you; or
- Where it is in the public interest, or we have been given official authority to do so.

If any of the details we collect, use, store or share is sensitive personal (Special Category) information we will only do this where:

- We have given you a clear explanation and obtained your explicit consent.
- Processing is necessary for the purposes of carrying out the obligations in the field of employment and social security.
- We believe you or another person may be at risk to protect yours or their vital interests.
- You have made the information public.
- It is necessary to establish, exercise or defend a legal claim.
- The law determines there is a substantial public interest, but we will always consider and take appropriate measures to safeguard your rights and privacy before doing this; or
- Processing is necessary for the purposes of preventative or occupational medicine, for assessment of the working capacity of an employee.

5. HOW WE SHARE INFORMATION THAT WE COLLECT

We may pass your personal data to associate companies, governmental revenue services, agents, and service providers to administer the service provided such as assessing suitability, resources required, payment of salary/commission/bonus, expenses, attendance, pension providers, health and safety, insurance and to manage our relationship with you. Any third

parties that we may share your data with are obliged to keep your details securely. When they no longer need your data to fulfil this service, they will dispose of the details in line with Dornan's secure disposal procedures

If we offer you products or services from other organisations and you take these products you will be entering into a contract with the organisation concerned. These contracts safeguard the security and confidentiality of your information and restrict further use by the organisations for their own purposes. Organisations we work with may be assessed for adequacy of their security controls.

Dornan may transfer your personal data to companies within Dornan based in Ireland, UK, Holland, Belgium, Denmark, Sweden, Switzerland' and Germany. Dornan ensures the privacy and integrity of your Personal Data by having appropriate organisational and technical measures in place to safeguard your information.

Dornan may transfer your personal data to its parent companies and affiliated group entities located outside of the European Economic Area. Where we do so, Dornan ensures the privacy and integrity of your Personal Data by putting appropriate organisational and technical measures in place to safeguard your information. If you would like more information about the safeguards that are in place in connection with these transfers of personal data, please contact us using the contact details in Section 11.

We may release personal data as we believe necessary and appropriate to law enforcement, tax, fraud prevention, credit risk agencies and other companies and organisations for the reasons given under Section 4 above.

We use and disclose Other Information for any purpose, except where we are required to do otherwise under applicable law. If we are required to treat Other Information as Personal Data under applicable law, then we would use or disclose it in the same way that we use and disclose Personal Data. In some instances, we may combine Other Information with Personal Data (such as combining your name with the name of your organisation). If that combination permits you to be identified, we will treat the combined information as Personal Data for as long as it is combined.

6. HOW WE STORE AND SECURE INFORMATION THAT WE COLLECT

We have implemented appropriate organisational, technical, and administrative measures to protect Personal Data within our organisation, including security controls to prevent unauthorised access to our systems. While we take reasonable steps to secure your Personal Data from loss, misuse, interference and unauthorised access, modification, and disclosure, you must be aware no security procedures or protocols are ever guaranteed to be 100 percent

secure from intrusion or hacking, and there is therefore always some risk assumed by sharing Personal Data online. If you have reason to believe that your interaction with us is no longer secure, please immediately notify us in accordance with the Contact Us section below.

7. YOUR RIGHTS AS A DATA SUBJECT

Data Protection laws exist to protect and safeguard your rights and to ensure your personal information is processed in a fair and transparent way.

Dornan decides what personal information we need to collect about you, how we use it, who we share it with and how long we keep it. This makes us the Data Controller of your personal information for Data Protection purposes. We use Data Processors to act on our behalf under contract and after we have assessed their suitability. They are obliged to process your information only according to our instructions, keep it safe and not use your details for any other purposes. We will not sell your details to any other companies for them to use for their own purposes.

Data Protection laws give you rights relating to your personal information and set out rules that organisations acting as Data Controllers or Data Processors must abide by. Your rights, as outlined in this notice, enable you to ensure that your personal information is accurate, is only made available to those that must have it and is only used for the purposes you expect.

Any rights request you make will be met within one month. If there are exceptional circumstances where this time scale cannot be met, we will contact you and explain this to you.

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

- Right to be informed – Dornan must be transparent with you about the processing we do with your personal information, informing you in a concise, intelligible manner using clear and plain language.
- Right of access – you have the right to request a copy of the information that we hold about you. You can request a copy by completing a subject access request form which can be found on our website or by contacting us using any of the methods in this notice.
- Right of rectification – you have a right to correct data that we hold about you that is inaccurate or incomplete.
- Right to be forgotten – in certain circumstances you can ask for the data we hold about you to be erased from our records.
- Right to restriction of processing – where certain conditions apply, you have a right to restrict the processing.

- Right of portability – you have the right to have the data we hold about you transferred to another organisation. This right applies only where the processing is based on your consent, or where necessary for the contract you have with us, and the processing is carried out by automated means.
- Right to object – you have the right to object to certain types of processing such as direct marketing.
- Right to object to automated processing, including profiling – you also have the right not to be subject to the legal effects of automated processing or profiling.

We will respond to your request as soon as possible in relation to any of the above rights but usually within one month, however, in complex cases we may need to extend the period by up to two further months. If we do not fulfil your request or need to delay our response, we will explain the reasons for this.

Right to complain and judicial review: if Dornan refuses your request under rights of access, we will provide you with a reason as to why. You have the right to complain as outlined in Section 12 below.

8. HOW YOU CAN ACCESS AND CONTROL YOUR INFORMATION

If you would like to access, correct, amend, remove, object or limit the use or disclosure of any Personal Data about you that has been collected and stored by Dornan, or have it transferred to another organisation, please notify us at dpo@dornangroup.com so that we may consider and respond to your request in accordance with applicable law.
You can opt-out of receiving marketing messages from Dornan or our business partners by unsubscribing through the unsubscribe or opt-out link in an email or by sending an email to dpo@dornangroup.com. We will comply with your request(s) as soon as reasonably practicable. Please note that if you opt-out of receiving marketing-related emails from us, we may still send you important administrative messages.
For your protection, we only implement requests with respect to the Personal Data associated with the particular email address that you use to send us your request, and we need to verify your identity before implementing your request. We will action your request within one month.
Please note that we need to retain certain information for recordkeeping purposes and/or to complete any transactions that you began prior to requesting such access, change or deletion.

9. OTHER IMPORTANT DETAILS

9.1. HOW LONG DORNAN WILL RETAIN YOUR PERSONAL DATA

We will not keep your personal data for longer than is needed for the purpose the data was originally collected, including to pursue our legitimate business interests, comply with our

legal obligations, resolve disputes, and enforce applicable agreements. We have a Records Retention Policy and Schedule in place which outlines all timelines for retaining data records. If you would like further information about the periods for which your personal data will be stored, please contact us using the contact details in the "Contact Us" section of this Notice.

9.2. THIRD PARTY SITES

Some websites, social media and applications permit you to link to other websites on the Internet through direct links or through applications such as "share" or "like" buttons, and other websites likewise may contain links to our sites. The information practices or content of such other websites is governed by the privacy statements of those websites and not by this Privacy Notice. We encourage you to review the privacy policies found on such other websites, services, and applications to understand how your information is collected and used by them.

Similarly, please note that we are not responsible for the collection, use and disclosure policies and practices (including the data security practices) of other organisations, such as Apple, Facebook, Google, LinkedIn, Microsoft, RIM, Twitter or any other app developer, app provider, social media platform provider, operating system provider, wireless service provider, or device manufacturer, including any Personal Data you disclose to other organisations through or in connection with the Apps or the Social Media Pages.

9.3. PERSONAL DATA OF CHILDREN

Dornan may collect information about minors under the age of 16. Specifically, this personal data relates to images, photos or videos provided by schools, with the consent of the holder of parental responsibility. The purpose for this processing is to promote STEAM education within schools. STEAM stands for Science, Technology, Engineering, Arts and Math's. This processing is only carried out under the lawful basis of consent, as provided by the holder of parental responsibility, which can be withdrawn at any stage by contacting dpo@dornangroup.com.

9.4. SENSITIVE (I.E., SPECIAL CATEGORIES OF PERSONAL DATA) INFORMATION

We ask that you not send us or disclose any sensitive Personal Data (e.g., RSI numbers, information related to racial or ethnic origin, sexual orientation, political opinions, religion or other beliefs, health, biometrics or genetic characteristics, criminal background, or trade union membership) on or through the website, applications or via other means.

10. CHANGES TO THIS PRIVACY NOTICE

Dornan may amend this Privacy Notice from time to time. The "date amended" appears at the bottom of this privacy notice and this date indicates when the Privacy Notice was last revised.

11. CONTACT US

Your privacy is important to us. If you have any questions, concerns, or complaints regarding the way we collect and manage your information, please contact:

Email: dpo@dornangroup.com

Phone: +353 21 233 0900

Post: DPO, Dornan Engineering Ltd, 10 Eastgate, Little Island, Cork T45 PC63, Ireland.

Because email communications are not always secure, please do not include bank account information or other sensitive (special categories of personal data) information in your emails to us.

12. YOUR RIGHT TO MAKE A COMPLAINT

Dornan will take any privacy complaint seriously and any complaint will be assessed by the Data Protection Office with the aim of resolving any issue in a timely and efficient manner. We request that you cooperate with us during this process and provide us with any relevant information that we may need. You also have the right to complain to a data protection authority about our collection and use of your Personal Data. Their contact details are as follows:

Data Protection Commission
21 Fitzwilliam Square South
Dublin 2
D02 RD28
Ireland

+353 578 684 800
+353 761 104 800

www.dataprotection.ie

This Privacy Notice was reviewed and updated November 2026.