MGN
FIRE PROTECTION LIMITED

SITEFILE APP
PRIVACY POLICY

NOVEMBER 2026

Protecting personal information and respecting privacy

1. About this Privacy Policy

MGN Fire Protection Limited ("MGN", "we", "us" or "our") respects your privacy and is committed to protecting personal information.

This Privacy Policy explains how we collect, use, store, share and protect personal information when you access or use the SiteFile mobile application and associated SiteFile services (together, "SiteFile").

SiteFile is a business application used to manage construction and fire protection projects, site activities, records, documentation and related operational processes.

For the purposes of the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018, MGN is the data controller where it determines why and how personal information is processed. In some circumstances, MGN may process information on behalf of a customer or another organisation. In those circumstances, that organisation may be the controller and MGN may act as its processor.

2. Who We Are

MGN Fire Protection Limited
The Old Fire Station
Shankhouse
Cramlington
Northumberland
NE23 3JN
United Kingdom

Data Protection Officer: Lee Monaghan
Email: lee@mgnfire.com
Telephone: 01670 706070

SiteFile is operated by MGN Fire Protection Limited.

3. Who SiteFile Is For

SiteFile is intended for authorised business users, including employees, contractors, subcontractors, clients and other individuals involved in projects managed through the platform. Access is restricted to authorised users.

SiteFile is not intended for personal or household use and is not directed at children.

4. Information We May Collect

The information processed through SiteFile depends on the user's role, the organisation they work for and the functions they use.

Account and identity information

- Name and business contact details, including email address.
- Company, employer, department or job role.
- SiteFile user ID and other account identifiers.
- Information required to authenticate users and manage access.
- Information received through Microsoft authentication that is necessary to identify the user and provide authorised access.

Project and site information

- Project, property and site details.
- Work, installation, inspection and quality assurance records.
- Certification information and evidence of work completed.
- Project correspondence, drawings and documents.
- Photographs, files, comments, notes and descriptions.
- Dates, timestamps, approvals, signatures where used, and records of actions carried out within SiteFile.

Technical and security information

- Device, browser and operating system information.
- IP address and authentication information.
- Date and time of access.
- Activity and audit logs.

- Error, diagnostic, performance and security information.

Users should only enter or upload personal information that is relevant and necessary for the project or activity being recorded.

5. Device Permissions

SiteFile may request access to device functions where needed to provide a feature. Depending on the version of the app and the feature being used, this may include:

- Camera access, to take photographs for project and site records.
- Photos or files access, to select and upload project-related images and documents.
- Notifications, to provide relevant alerts and updates.

Android permissions can be managed through the device settings. Refusing or removing a permission may prevent the related SiteFile feature from working correctly. SiteFile will not use a permission for a materially different purpose without updating this notice where required.

6. How We Use Information

- Authenticate users and control access.
- Provide, operate, maintain and support SiteFile.
- Create and maintain project and site records.
- Record installation, inspection, quality assurance and certification activities.
- Manage projects, workflows, correspondence and authorised information sharing.
- Produce project documentation and maintain an audit trail.
- Investigate errors, provide technical support and improve reliability.
- Protect SiteFile, users and systems against unauthorised access, misuse, fraud and security threats.
- Meet contractual, legal, regulatory, insurance and record-keeping requirements.
- Establish, exercise or defend legal claims.

We do not sell personal information collected through SiteFile.

7. Lawful Bases for Processing

The lawful basis used depends on the information and the circumstances. We may process personal information where:

- Processing is necessary to perform a contract or take steps connected with a contract.
- Processing is necessary to comply with a legal obligation.
- Processing is necessary for our legitimate interests, or those of another organisation, and those interests are not overridden by the individual's rights and freedoms.
- Consent has been obtained where consent is the appropriate lawful basis.
- Another lawful basis is available under applicable data protection law.

Where special category personal information is processed, we will only do so where a lawful basis and an additional condition under data protection law apply.

8. Sharing Information

Information held in SiteFile may be accessed or shared where necessary for the relevant project, service or legal purpose. Recipients may include:

- Authorised MGN employees.
- Authorised contractors and subcontractors.
- Clients, principal contractors and other authorised project stakeholders.
- Professional advisers, insurers, auditors, certification bodies and regulators.
- IT, cloud hosting, authentication, development, maintenance and software support providers.
- Courts, law enforcement, government departments or public authorities where disclosure is required or permitted by law.

Access is restricted according to the user's organisation, role, project and permissions. Service providers processing personal information for us must act under appropriate contractual and data protection arrangements and must not use that information for unrelated purposes.

9. Microsoft Authentication

SiteFile may use Microsoft services to authenticate users. Where Microsoft authentication is used, information necessary to verify identity and provide access may be exchanged between SiteFile and Microsoft. A user's separate use of Microsoft services is also subject to Microsoft's applicable privacy terms.

10. International Data Transfers

Some technology providers may process or store information outside the United Kingdom. Where personal information is transferred internationally, we will use an appropriate safeguard required by UK data protection law, such as UK adequacy regulations or approved contractual safeguards.

11. Security

We use appropriate technical and organisational measures designed to protect information against unauthorised access, accidental loss, inappropriate disclosure, alteration, destruction and other unlawful processing. These measures may include authentication, role-based access controls, secure communications, audit logging, backups, monitoring and staff procedures.

Access to SiteFile does not automatically provide access to every record. Access may be limited according to organisation, role, project and permissions. No electronic system can guarantee absolute security, but we review the controls appropriate to the nature and risks of the information processed.

12. Data Retention

We keep personal information only for as long as reasonably necessary for the purpose for which it was collected, including contractual, legal, regulatory, certification, insurance, dispute and record-keeping requirements.

Construction and passive fire protection records may need to be retained for an extended period because they form part of the historical evidence relating to a building, installation or completed work. Different retention periods may therefore apply to account information, audit logs, support information and project records.

When information is no longer required, we will delete, anonymise or securely dispose of it where reasonably practicable and where no continuing obligation or legitimate reason requires its retention.

13. Account Closure and Data Deletion

To request closure of a SiteFile account or deletion of personal information associated with an account, contact the Data Protection Officer at lee@mgnfire.com. Please include enough information for us to identify the account and understand the request.

We will consider the request in accordance with applicable data protection law. Closing an account does not necessarily mean that every record previously associated with the individual can be deleted immediately. Information may need to be retained where it forms part of:

- A construction, installation, inspection or certification record.
- Evidence of work completed or an audit trail.
- Contractual, health and safety, insurance or building-management documentation.
- A record that we are legally or regulatorily required to retain.
- Information required to establish, exercise or defend legal claims.

Where information must be retained, access will remain restricted and it will only be used for legitimate purposes.

14. Your Data Protection Rights

Depending on the circumstances, individuals may have rights to:

- Be informed about how their information is used.
- Request access to personal information.
- Request correction of inaccurate or incomplete information.
- Request deletion of information.
- Request restriction of processing.
- Object to certain processing.
- Receive or transfer information in certain circumstances.
- Withdraw consent where processing is based on consent.
- Challenge certain solely automated decisions, where applicable.

These rights are subject to conditions and exemptions and do not apply in every circumstance. Requests should be sent to Lee Monaghan, Data Protection Officer, at lee@mgnfire.com. We may need to verify identity before responding.

15. Complaints

Please contact us first if you have concerns about how personal information is used so that we can investigate. You also have the right to complain to the UK Information Commissioner's Office (ICO).

Information Commissioner's Office
Website: https://ico.org.uk/
Telephone: 0303 123 1113

16. Third-Party Services and Links

SiteFile may interact with services provided by other organisations. An independent third party's handling of information may be governed by its own privacy policy. This Privacy Policy applies to personal information for which MGN is responsible and does not replace the privacy terms of independent third parties.

17. Changes to this Privacy Policy

We may update this Privacy Policy to reflect changes to SiteFile, its functionality, our processing activities, service providers, or legal and regulatory requirements. The current version will be made publicly available and the last updated date will be changed when revisions are made. Where a material change significantly affects users, we may also provide notice through SiteFile or another appropriate method.

18. Contact Us

Questions, comments and requests regarding this Privacy Policy or the use of personal information through SiteFile should be directed to:

Lee Monaghan
Data Protection Officer
MGN Fire Protection Limited
The Old Fire Station
Shankhouse
Cramlington
Northumberland
NE23 3JN
United Kingdom
Email: lee@mgnfire.com
Telephone: 01670 706070



Lee Monaghan
Company Director