



## DATA PRIVACY NOTICE

Garrard Building and Construction Ltd

### 1. Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the UK General Data Protection Regulation (the "UK GDPR").

### 2. Who are we?

Garrard Building and Construction Ltd is the data controller/processor (contact details below). This means it decides how your personal data is processed and for what purposes.

### 3. Our Privacy Promise

We promise:

- To keep your data safe and private.
- Not to sell your data.
- To give you ways to manage and review your marketing choices at any time.

Data Protection law says that we are allowed to use personal information only if we have a proper reason to do so. This includes sharing it with our clients. The law says we must have one or more of these reasons:

- To fulfil a contract we have with you, or
- When it is our legal duty, or
- When it is in our legitimate interest, or
- When you consent to it.

A legitimate interest is when we have a business or commercial reason to use your information. But even then, it must not unfairly go against what is right and best for you. If we rely on our legitimate interest, we will tell you what that is.

### 4. Who are we?

Garrard Building and Construction Ltd is the data controller/processor (contact details below). This means it decides how your personal data is processed and for what purposes.

### 5. How do we process your personal data?

Garrard Building and Construction Ltd complies with its obligations under the "GDPR" by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data. Here is a list of all the ways that we may use your personal information, and which of the reasons we rely on to do so. This is also where we tell you what our legitimate interests are.

We use your personal data for the following purposes:

What we use your personal information for	Our reasons	Our legitimate interests
<p>To manage our relationship with you or your business.</p> <p>To develop new ways to meet our customers' and clients' needs and to grow our business.</p> <p>To develop and carry out marketing activities.</p> <p>To study how our customers and clients review our services from us</p>	<p>Your consent.</p> <p>Fulfilling contracts.</p> <p>Our legitimate interests.</p> <p>Our legal duty.</p>	<p>Keeping our records up to date.</p> <p>Seeking your consent when we need it to contact you.</p> <p>Being efficient about how we fulfil our legal duties.</p>
<p>To manage how we work with other companies that provide services to us and our customers.</p>	<p>Fulfilling contracts.</p> <p>Our legitimate interests.</p> <p>Our legal duty.</p>	<p>Being efficient about how we fulfil our legal and contractual duties.</p>
<p>To make and manage customer and clients payments.</p> <p>To manage fees and charges</p> <p>To collect and recover money that is owed to us.</p>	<p>Fulfilling contracts.</p> <p>Our legitimate interests.</p> <p>Our legal duty.</p>	<p>Being efficient about how we fulfil our legal and contractual duties.</p> <p>Complying with regulations that apply to us.</p>
<p>To manage risk for us and our customers.</p> <p>To obey laws and regulations that applies to us.</p> <p>To respond to complaints and seek to resolve them.</p>	<p>Fulfilling contracts.</p> <p>Our legitimate interests.</p> <p>Our legal duty.</p>	<p>Complying with regulations that apply to us.</p> <p>Being efficient about how we fulfil our legal and contractual duties.</p>
<p>To run our business in an efficient and proper way. This includes managing our financial position, business capability, planning, communications, corporate governance, and audit.</p>	<p>Our legitimate interests.</p> <p>Our legal duty.</p>	<p>Complying with regulations that apply to us.</p> <p>Being efficient about how we fulfil our legal and contractual duties.</p>
<p>To exercise our rights set out in agreements or contracts.</p>	<p>Fulfilling contracts.</p>	

- To manage our employees;
- To maintain our own accounts and records;
- Our processing also includes the use of CCTV systems for the prevention of crime;
- To promote the interests of the company;
- Throughout our recruitment processes;
- To operate and maintain our website;
- To inform you of news and events;
- To keep employees up to date with company updates via our Employee Engagement APP

## 6. What is the legal basis for processing your personal data?

We use many different kinds of personal information, and group them together like this.

Type of personal information	Description
Contact	Who you are, where you live and how to contact you.
Transactional	Account details for processing claims and collective agreements
Documentary Data	Details about you that are stored as documents in different formats, or copies of them. This could include things like your passport, drivers licence or birth certificate.
Special types of data	<p>The law and other regulations treat some types of personal information as special. We will only collect and use these types of data if the law allows us to do so:</p> <ul style="list-style-type: none"> <li>• Racial or ethnic origin</li> <li>• Religious or philosophical beliefs</li> <li>• Trade union membership</li> <li>• Health data including gender</li> <li>• Criminal convictions and offences</li> </ul>
National Identifier	A number or code given to you by a government to identify who you are, such as a National Insurance number.

- Explicit consent of the data subject so that we can keep you informed about news and events;
- Processing is necessary for carrying out obligations to meet the operational requirements for processing claims or a collective agreements;
- there is no disclosure to a third party without consent.

## 7. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with our clients in order to process claims or collective agreements.

We will only share your data with third parties with your consent:

- Agents and advisers who we use to help run your accounts and services, collect what you owe.

- HM Revenue & Customs, regulators and other authorities
- Companies we have a joint venture or agreement to co-operate with
- Organisations that introduce you to us
- Companies that we introduce you to

## 8. How long do we keep your personal data?

We keep data in accordance to Principle 5 of the “UK GDPR” Garrard Building and Construction Ltd will not retain personal data longer than is necessary for the purpose which it was obtained for. Garrard Building and Construction Ltd ensures that personal data is disposed of when no longer needed thus reducing the risk that it will become inaccurate, out of date or irrelevant. GBCL reviews the length of time we keep personal data; considers the purpose or purposes which we hold the information for in deciding whether (and for how long) to retain it; securely deletes information that is no longer needed for this purpose or these purposes; and updates, archive or securely delete information if it goes out of date.

- To respond to any questions or complaints.
- To show that we treated you fairly.
- To maintain records according to rules that applies to us.

We may keep your data for longer than 7 years if we cannot delete it for legal, regulatory or technical reasons. We may also keep it for research or statistical purposes. If we do, we will make sure that your privacy is protected and only use it for those purposes.

## 9. Your rights and your personal data

Unless subject to an exemption under the UK GDPR, you have the following rights with respect to your personal data: -

- The right to request a copy of your personal data which the Garrard Building and Construction Ltd holds about you;
- The right to request that Garrard Building and Construction Ltd corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for Garrard Building and Construction Ltd to retain such data;
- The right to withdraw your consent to the processing at any time
- The right to request that the data controller/processor provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability), (where applicable) [*Only applies where the processing is based on consent or is necessary for the performance of a contract with the data subject and in either case the data controller processes the data by automated means*].
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data, (where applicable) [*Only applies where processing is based on legitimate interests (or the performance of a task in the public interest/exercise of official authority); direct marketing and processing for the purposes of scientific/historical research and statistics*]
- The right to lodge a complaint with the Information Commissioners Office.

## 10. What if you want us to stop using your personal information?

You have the right to object to our use of your personal information, or to ask us to delete, remove, or stop using your personal information if there is no need for us to keep

it. This is known as the 'right to object' and 'right to erasure', or the 'right to be forgotten'.

There may be legal or other official reasons why we need to keep or use your data. But please tell us if you think that we should not be using it.

We may sometimes be able to restrict the use of your data. This means that it can only be used for certain things, such as legal claims or to exercise legal rights. In this situation, we would not use or share your information in other ways while it is restricted.

You can ask us to restrict the use of your personal information if:

- It is not accurate.
- It has been used unlawfully but you don't want us to delete it.
- It not relevant any more, but you want us to keep it for use in legal claims.
- You have already asked us to stop using your data but you are waiting for us to tell you if we are allowed to keep on using it.

If you want to object to how we use your data, or ask us to delete it or restrict how we use it or, please contact us.

#### **11. How to withdraw your consent**

You can withdraw your consent at any time. If you want to object to how we use your data, or ask us to delete it or restrict how we use it please contact [enquiries@garrards.co.uk](mailto:enquiries@garrards.co.uk) or Tel: 01438 726691

If you withdraw your consent, we may not be able to provide certain services to you. If this is so, we will tell you.

#### **12. Use of Cookies**

Cookies provide information regarding the computer used by a visitor. We may use cookies where appropriate to gather information about your computer in order to assist us in improving our website.

We may gather information about your general internet use by using the cookie. Where used, these cookies are downloaded to your computer and stored on the computer's hard drive. Such information will not identify you personally. It is statistical data. This statistical data does not identify any personal details whatsoever

You can adjust the settings on your computer to decline any cookies if you wish by activating the reject cookies setting on your computer.

#### **13. Further processing**

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

#### **14. Garrard Building and Construction Ltd Contact Details**

Email: [enquiries@garrards.co.uk](mailto:enquiries@garrards.co.uk)

Tel: 01438 726691

Website: [www.garrards.co.uk](http://www.garrards.co.uk)

### **15. How to make a complaint**

To exercise all relevant rights, queries of complaints please in the first instance contact [enquiries@garrards.co.uk](mailto:enquiries@garrards.co.uk) or Tel: 01438 726691

You can contact the Information Commissioners Office on 0303 123 1113 via email or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.