

CLS CIVIL ENGINEERING LIMITED

General Data Protection Regulations (GDPR)

Privacy Notice – 25th May 2018

CLS Civil Engineering Limited (the “Company”) is committed to protecting your privacy and the security of your personal information.

This policy sets out how we seek to lawfully, fairly and transparently use any personal information.

1. The Company needs to keep and process information about you to comply with legal requirements, to pursue the legitimate interests of the Company and to protect our legal position in the event of legal proceedings. If you do not provide this data, we may be unable in some circumstances to comply with our obligations and we will tell you about the implications of that decision.
2. As a company pursuing civil engineering, demolition and construction activities, we may sometimes need to process your data to pursue our legitimate business interests, for example to prevent fraud, administrative purposes or reporting potential crimes. We will never process your data where these interests are overridden by your own interests.
3. The information we hold will have been provided by you.
4. The sort of information we hold includes your name; address; telephone number; email address; and bank account details.
5. Other than as mentioned below, we will only disclose information about you to third parties if we are legally obliged to do so or where we need to comply with our contractual duties to you.
6. We may transfer information about you to other group companies for purposes connected with the management of the company’s business.
7. In limited and necessary circumstances, your information may be transferred outside of the EEA or to an international organisation to comply with our legal or contractual requirements.
8. We will retain your personal data for no longer than is necessary. This will depend on the circumstances of each case, taking into account the reasons that the personal data was obtained.
9. If in the future we intend to process your personal data for a purpose other than that which it was collected we will provide you with information on that purpose and any other relevant information.
10. Under the General Data Protection Regulation (GDPR) you have a number of rights with regard to your personal data. You have the right to request from us access to and rectification or erasure of your personal data, the right to restrict processing, object to processing as well as in certain circumstances, the right to data portability.
11. If you have provided consent for the processing of your data you have the right (in certain circumstances) to withdraw that consent at any time which will not affect the lawfulness of the processing before your consent was withdrawn.
12. You have the right to lodge a complaint to the Information Commissioners’ Office if you believe that we have not complied with the requirements of the GDPR with regard to your personal data.
13. CLS Civil Engineering Limited is the controller and processor of data for the purposes of the GDPR.
14. If you have any concerns as to how your data is processed you can contact Joanna Betts joanna@clscivilengineering.co.uk