



P-16 - External Privacy Notice

This document sets out the Company's policy on the protection of information relating to company information. Protecting the confidentiality and integrity of personal data is a critical responsibility that the Company takes seriously at all times. The Company will ensure that data is always processed in accordance with the provisions of relevant data legislation, including the General Data Protection Regulations (GDPR).

Key Definitions

Data processing

Data processing is any activity that involves the use of personal data. It includes obtaining, recording or holding the data, or carrying out any operation or set of operations on the data including organising, amending, retrieving, using, disclosing, erasing or destroying it. Processing also includes transmitting or transferring personal data to third parties.

Personal Data

Personal data is any information identifying a data subject (a living person to whom the data relates). It includes information relating to a data subject that can be identified (directly or indirectly) from that data alone or a combination with other identifiers that Company possesses or can reasonable access. Personal data can be factual (for example, a name, e-mail address, location or date of birth) or an opinion about that person's actions of behaviour.

Sensitive Personal Data

Sensitive personal data is a special category of information which relates to a data subject's racial or ethnic origin, political opinions, religious or similar beliefs, trade union membership, physical or mental health conditions, sexual orientation, biometric or genetic data. It also includes personal data relating to criminal offences and convictions.

Privacy Notice

In order to provide our services, we currently hold the following information:

- Company names and addresses;
- Individual employee names and titles;
- Contact telephone numbers;
- Email addresses.

We gather this data from incoming enquiries, ongoing contracts, new clients, suppliers, consultants and subcontractors.

This data is processed onto our servers, and continuously backed up onto remote servers and 3rd party secure storage using the latest technology.

DEANS CIVIL ENGINEERING LIMITED
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Your information will only be used for legitimate business purposes. We will not transmit your information onto other parties unless it is required to fulfil contracted works. All data disclosures will only be relevant to the particular requirements of the contract works. This information will be handled in accordance with guidelines of the GDPR and again will only be relevant to the requirements of providing services.

We will never sell your information to third parties.

We will hold the digital and physical files on record as required by the relevant contracts, which may be up to 40 years. These are stored on secure servers and in secure on-site archive store.

Please inform us promptly should you have any concern in relation to the above or if you wish to be deleted from our business database via an e-mail to info@deansltd.com

Should you have any queries or comments, please do not hesitate to contact us.

Signed:

A handwritten signature in black ink, appearing to read 'S Deans', with a long horizontal flourish extending to the right.

Steven Deans
Managing Director

June 2019