



## Data Privacy Policy

### General Data Protection Regulation (GDPR) May 2018

#### Introduction

#### Rights

You have specific data protection rights under the UK Data Protection Act 1998 (the 'UK Act'), and the EU General Data Protection Regulation ('GDPR') which comes into force on 25 May 2018. This policy explains what personal information Morris & Blunt Ltd. have, how we use it and how you can check and update your details.

#### Who we are

Morris & Blunt Ltd is an established main contractor specialising in public and private sector including new build, extension and refurbishment work. We deal with local authorities, schools as well as retail and commercial sectors and domestic properties.

Please contact us if you have any questions about our privacy policy or the information we hold about you. You can do this by contacting us in writing at:

*Morris & Blunt Ltd, 13 Holmes Road, Earley, Reading, Berkshire, RG6 7BH*

If you wish to make a complaint about the use of your personal information, please contact us using the details above. You can also complain directly to the Information Commissioner's Office (ICO). Further information can be found at [www.ico.org.uk/concerns](http://www.ico.org.uk/concerns)

#### **Why do we collect your personal information?**

The information Morris & Blunt Ltd collect is only used to process your order, manage your account or contact you regarding your specific request.

#### **What type of information do we hold?**

- Name
- Address
- Contact telephone numbers
- E-mail address
- If you submit an employment enquiry – any personal details that are included
- on your CV or in your application, e.g. age, gender, qualifications



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- As an employee of Morris & Blunt Ltd. – information relevant to your employment. Details of which will be provided at induction and on request
- If you are a sub-contractor – relevant information for the purposes of managing your account, e.g. bank details, tax status etc.

## Where do we get the information from?

We collect information in the following ways:

- Write to us
- Telephone us
- Email us
- Complete and submit the 'Contact Us' form from our website
- Apply for a job

## Visitors to our Website

We do not attempt to discover the identities of visitors to our website. The only personally identifiable data we collect is that submitted through completing our 'Contact Us' form. That data is only retained for the purpose of dealing with the enquiry.

## Cookies

Cookies are placed on your computer or hand-held device to deliver a quality online experience. By using our website, you consent to cookies being used in accordance with our policy. However, if you do not consent then your browser must be set to disable cookies and remove them altogether.

For further information visit [www.aboutcookies.org](http://www.aboutcookies.org) or [www.allaboutcookies.org](http://www.allaboutcookies.org).

## Internet Communications

Emails and other communications over the internet are not secure unless encrypted. We do not accept responsibility for unauthorised accessing of your emails or public sharing of your personal information as this is outside our control. Any emails sent to us, including attachments, may be monitored and blocked. It is the sender's responsibility to ensure any emails that are sent to us are within the bounds of law.

## How do we use the information you provide?

We use your information to keep in touch with you in order to manage your account, process your order and/or request or supply relevant information relating to your enquiry.



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In particular this means using your information in the following ways to:

- Respond to enquiries
- Provide information
- Request information
- Receive orders
- Set up contracts
- Complete works
- Raise invoices
- Receive monies owing to us
- Recruitment of staff
- Manage activities relevant to employment
- Manage activities relating to the use of sub-contractors
- Pay monies owing to subcontractors

## How do we share information?

We may share your information to:

- Comply with legal and regulatory obligations
- Undertake legitimate business functions

## Why do we retain information?

We keep your information whilst you remain a customer, job applicant or employee and for a period of time after that status ceases.

The periods of time that the information will be retained will vary depending on the type and purpose. For example:

- An unsuccessful job applicant's CV may be retained for 12 months as they may be invited to reapply at a later date
- Some employee data needs to be maintained to meet legal obligations
- Accounting information is required to be maintained to meet regulatory obligations

## How to check and update the data we hold?

Requests should be made in writing and dated. We will respond to your request within one calendar month of receipt. This may be extended to 2 months depending upon the complexity of the information requested.



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## Marketing Activities

Morris & Blunt Ltd do not send marketing information or share your details with others for marketing purposes.

## Changes to our privacy policy

We keep our privacy policy under regular review. This privacy policy was last updated on 24/05/18.



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