

PRIVACY POLICY

B N Gibson Ltd are committed to maintaining the trust and confidence of our employees, customers and also visitors to our website. We will never share customers' personal data with third-party services or use it for any purpose other than that described in this policy. We will only share employee personal data with third parties if you provide us with your consent or the sharing of your personal data is required by law. Where we do not rely on your consent to share your information data we will only disclose the minimum amount of information necessary, avoiding releasing personal data where possible.

B N Gibson Ltd complies to the DPA (Data Protection Act 1998) and already complies to the GDPR (General Data Protection Regulation) which comes into effect from May 2018. We will keep our policy under regular review and update this policy accordingly after the completion of the UK's exit from the European Union.

We can act as both data processor (we undertake the processing on behalf and on the instruction of the data controller) and data controller (we decide how your personal data is processed and for what purposes).

This policy explains how we collect, use and process any personal or sensitive information we collect about you and how we comply with the GDPR (General Data Protection Regulation), the DPA (Data Protection Act) and the PECR (Privacy and Electronic Communications Regulations). Personal data means information from which a living individual can be identified. Sensitive data includes recruitment data in respect of working with vulnerable individuals (Employment Law), health and medical needs. We only collect health information where this is necessary for the protection of health and safety and to meet our service obligations.

BN Gibson 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 personal 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. Sensitive data is processed on a need to know basis and in a fair and lawful way.

When you contact us we will store the specific data you have submitted (name, address, phone number, date of birth, mobility, NHS number and medical needs) on our secure server. Website visitors data (name, email address and optional phone number) will be stored until such time that the entry has been reviewed and responded to.

We will retain personal and sensitive data we process, only for as long as we need that personal data for the purposes of the processing. At the most, we will retain your personal data in accordance with statutory requirements to comply with employment law, our legal obligations, resolve disputes and enforce our contracts and agreements.

When someone visits www.bngibson.co.uk, we use a third-party service, Google Analytics, to collect standard internet log information and details of visitor behaviour patterns. We do this to find out things such as the number of visitors to the various parts of the site. This information is only processed in a way which does not identify anyone. We do not make, and do not allow Digital Kitbag to make, any attempt to find out the identities of those visiting our website.

If you would prefer that no data is stored when you communicate with us, please feel free to email us instead at info@bngibson.co.uk.

We do not process any data outside of the European Economic Area

You are entitled to access the personal information that we hold, as well as request its rectification or deletion at any time. Please email your request to info@bngibson.co.uk.