



## **Privacy Policy**

This Privacy Policy sets out how The HACS Group uses, stores and protects any information that you give us whether through this website, over the phone, by email, in person or otherwise.

The Company is committed to ensuring that both your privacy is protected and that we remain compliant with all relevant data protection legislation, including the GDPR (General Data Protection Regulation (EU) 2016/679).

Our Privacy Policy may be updated from time to time and these changes will be shown on our website. We advise that you check this page as you see fit to ensure that you are happy with any changes.

Our Privacy Policy was **last updated on 25 May 2018**.

### **What information do we collect?**

We routinely collect and process personal information relating to our customers, suppliers, sub-contractors and other third parties. This collection of data takes place when we contact you, you contact us and also if you are a visitor to our offices or sites.

Any personal information we collect will be used by us strictly for business purposes in accordance with current data protection legislation and this Privacy Policy.

Examples of the data that we hold and why we hold it are below:

Who's data?	What data?	Why?
Customers and their Representatives	Business contact details – names, addresses, job titles, email addresses and telephone numbers.	To undertake our business and fulfil building contracts and services supply.
Representatives of subcontractors and suppliers	Business contact details – names, addresses, job titles, email addresses and telephone numbers.	To undertake our business and fulfil building contracts and services supply.
Inducted site visitors (Employees, Suppliers, Subcontractors and clients).	Induction records – names, signatures, company names, telephone numbers, postcodes, car registrations, Training details, emergency contact details and medical records.	To make sure that sites are a safe working environment with inducted and trained persons on sites. Ensuring that we are compliant with Health and Safety legislation.
Job applicants including unsuccessful candidates	Contact details and information usually found on a CV such as name, address, email address, employment history, qualifications and telephone numbers.	To enable recruitment of employees and for future vacancies.

Should we ask you to provide information by which you can be identified then you can be assured that it will only be used in accordance with this Privacy Policy.

## **Why do we collect this information?**

This information is collected, processed and stored by us for business purposes only:

- To supply services and contracts of work to our customers.
- To tender or negotiate and complete orders for the supply of goods and services with sub-contractors and suppliers.
- To ensure that our company practices are secure and compliant with necessary legislation.
- To market and promote our service and supply.

## **Where is the data stored and how long for?**

We hold personal data in both paper and electronic forms in secure formats at our head office.

We will hold the data for as long as we continue to have a legitimate business interest to do so.

Training, employee and recruitment candidate information will be held for 7 years following last contact.

In construction services instances, this period will be 13 years to allow for contract liability period in most building projects with an additional year for surety.

## **Your rights**

You have a number of rights in relation to the personal data that we hold about you. These include:

- a. The right to be informed
- b. The right of access
- c. The right to rectification
- d. The right to erasure
- e. The right to restrict processing
- f. The right to data portability
- g. The right to object
- h. Rights in relation to automated decision making and profiling.

Further information on these rights can be found on the website of the Information Commissioner's Office at <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

If you are concerned that any of the information we hold on you is incorrect or if you wish to object to the use we make of your personal data, please contact us by telephone or email to opt out to: [enquiries@hacs.co.uk](mailto:enquiries@hacs.co.uk)