



## **GDPR 2018 Privacy Notice**

In order to comply with the General Data Protection Regulations (GDPR) coming into force 25 May 2018, we are required to inform you as to what personal data we collect and how it is processed and handled once we receive it.

In the course of our business operations we may collect the following categories of data from clients, consultants, subcontractors, suppliers and job applicants:

- Names and addresses
- Contact phone numbers and email addresses
- Bank details, UTR or VAT numbers where applicable
- Training and career details where applicable

We also operate CCTV at some of our business sites for crime prevention and for health and safety reasons and we may also take photographs which may contain your images for use on our website. However, we would always seek your consent for this.

Under the GDPR, we must always have a lawful basis for collecting/using personal data. This may be because the data is necessary for the performance of our contract with you or because you have consented to our use of your personal data, or because it is in our legitimate business interests to use the information.

We will only disclose relevant information about you to third parties to whom we are legally obliged to do so, or where we need to do so in order to comply with our contractual duties to you. We will never sell your information to third parties.

We will not keep your Personal Data for any longer than is necessary. However it will be retained as long as necessary to achieve the purpose for which it was collected, usually for the duration of any contractual relationship and for any period thereafter as legally required, permitted by law or in the interests of our business.

From the point of collection to the point of destruction we operate a range of control procedures and technologies to secure all personal data against unlawful or unauthorised processing and against accidental loss or damage.

If you have any queries or concerns in relation to the above, please contact Val White, Data Protection Administrator, on 01745 586666 or [val@wynneconstruction.co.uk](mailto:val@wynneconstruction.co.uk)