



DATA PROTECTION POLICY AND PRIVACY NOTICE

THIS PRIVACY NOTICE LETS YOU KNOW WHAT HAPPENS TO ANY PERSONAL DATA THAT YOU GIVE TO US, OR ANY PERSONAL DATA THAT WE MAY COLLECT FROM YOU, THE PURPOSE FOR WHICH THE INFORMATION WILL BE PROCESSED AND WHO CAN BE CONTACTED IN RESPECT OF AN INDIVIDUALS PERSONAL DATA

1. OUR ORGANISATION AND OUR DATA PROTECTION OFFICER

We are Farrelly Building Services Limited of 386-388 Boldmere Road, Sutton Coldfield, West Midlands B73 5EZ.

We are a data controller of your company's data which may include personal details able to identify individual people.

We have a dedicated data protection officer (DPO). The DPO can be contacted by writing to the above address. The letter should be marked for the attention of the DPO.

2. WHAT DO WE USE YOUR PERSONAL DATA FOR?

We use your personal data (including any of the personal data listed in section 5) for the following purposes:

- I. To comply with legal and regulatory obligations, requirements and guidance;
- II. To enter into business contracts/agreements with you or your organisation and to carry out business activities with you or your organisation;

Facilities House, 368-388 Boldmere Road, Sutton Coldfield, West Midlands B73 5EZ

Tel: 0121 382 9988

Fax: 0121 382 4155

Email: info@farrellybsltd.co.uk

Registered in England No. 5913557

3. WHAT IS THE LEGAL BASIS ON WHICH WE HOLD AND PROCESS YOUR PERSONAL DATA?

We rely on the following legal basis to process your personal data:

- I. Where it is necessary to comply with the law;
- II. Where it is necessary to comply with the terms of a contract we have with you or your organisation;
- III. Where it is necessary for legitimate business reasons including the legitimate business interests of a third party so that we can enter into business and carry out business with you or your organisation;
- IV. Where processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law in so far as it is authorised by Union or Member State law or a collective agreement pursuant to Member State law providing for appropriate safeguards for the fundamental rights and the interests of the data subject;
- V. Where processing is necessary for reasons of substantial public interest, on the basis of Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.

4. WHAT IS THE SOURCE OF YOUR PERSONAL DATA?

We will only source information directly from you or from the organisation you work for or represent. We may contact you or your organisation via email, telephone or letter requesting the personal information which we require in order to conduct business with you or your organisation.

5. WHAT KIND OF PERSONAL DATA ABOUT YOU DO WE OBTAIN?



Personal information that we will process in connection with our business activities with you or your organisation include:

- I. Personal and contact details, such as full name and contact details
- II. Sensitive personal data such as race, religion, ethnic origin and sexual orientation;
- III. Competence certificates and accreditation;
- IV. Bank account details, professional indemnity insurance certificates, national insurance numbers and UTR numbers and all information that we require to enter into business with you under the relevant law and regulations;
- V. Records of your contact with us such as via telephone and email.

6. **WHEN DO WE SHARE YOUR PERSONAL DATA AND WHO DO WE SHARE IT WITH?**

We will never share information about you to third parties at any time or for any reason other than to carry out business activities with you.

The circumstances in which we share your personal data to third parties:

- I. Where personal data is required by other organisations for vetting purposes so that we can conduct business with you, for example where we are required to share your personal data with the main contractor of a project who will carry out vetting checks, or pass the information to the National Vetting Agency to carry out checks in order for you to obtain the appropriate clearance to allow you entry to the works site in order to conduct business with us or on our behalf;
- II. Where we are required to provide personal data to professional organisations such as accreditors, HMRC or law enforcement agencies.



Details of third parties that we will share your personal data with are included in tender and pricing documents.

Information will only be shared with these organisations if it is required in order for you to carry out the work for which you have been subcontracted. These organisations may carry out their own vetting checks or pass your information to vetting agencies.

7. HOW DO WE STORE YOUR PERSONAL DATA?

We store physical and digital information securely. All digital information is stored on a password protected server and physical information is held in locked areas. Access to such data is limited as much as possible and is only available to those in our organisation who require it so that we can conduct business with you.

8. IS YOUR PERSONAL INFORMATION TRANSFERRED OUTSIDE OF THE UK OR THE EEA?

We are based in the UK but there may be situations in which your personal data is transferred outside of the EEA. If your information is transferred out of the UK/EEA, this will be for vetting purposes only to allow us to conduct business with you or your organisation.

9. HOW LONG IS YOUR PERSONAL INFORMATION STORED FOR?

Unless explained otherwise to you, we will hold personal data for as long as we have reasonable business needs in order to allow us to conduct business with you, manage our business relationship with you and manage our operations with you.



If we no longer have reasonable business needs to hold your personal data, we will delete it upon a written request addressed to the DPO.

10. HOW AND WHEN CAN YOU WITHDRAW CONSENT?

When we are relying upon your consent to process personal data, you can withdraw this at any time by a written request to the DPO.

11. YOUR RIGHTS UNDER DATA PROTECTION LAWS

Under data protection law, the following rights apply to individuals:

- I. The right to be informed about the processing of your personal information;
- II. The right to request access to your personal information and to obtain information about how we process it;
- III. The right to have personal information corrected where it is inaccurate and completed if it is incomplete;
- IV. The right to have your personal information erased;
- V. The right to restrict or object to the processing of your personal information;
- VI. The right to data portability (i.e. the right to move, copy or transfer);
- VII. Rights in relation to automated decision making and profiling;
- VIII. The right to complain to the Information Commissioner's Office which enforces data protection laws: <https://ico.org.uk>