



PRIVACY NOTICE

FOR

ALLMAN WOODCOCK LIMITED



CONTENTS

SECTION	DESCRIPTION	PAGE NO
-	Revision Log / Contents	3
1	Induction	3
2	Key Terms	3
3	Personal data we may collect about you	3
4	How your personal data is collected and processed	4
5	Disclosure and sharing of personal information	4
6	How and why we use your personal data	5
7	Where your personal data is held	5
8	How long your personal data will be kept	5
9	Keeping your personal data secure	5
10	How to complain	6
11	Changes to this privacy policy	6
12	How to contact us	6



Introduction

We as a company take your privacy very seriously. Please read through this privacy notice carefully as it contains important information on who we are and how and why we collect, store, use and share your personal data. It also explains your rights in relation to your personal data and how to contact us or supervisory authorities in the event you have a complaint.

When using your personal data we are regulated under the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. The GDPR applies across the European Union (including in the United Kingdom) and we are responsible as a 'controller' of that personal data for the purposes of the GDPR.

Our use of your personal data is subject to your instructions, the GDPR, the Data Protection Act 2018, other relevant UK and EU legislations and our professional duty of confidentiality.

Key terms

We, us, our	Allman Woodcock Ltd
Our Data Protection Officer	Data Controller 10-11 Tombland, Norwich, Norfolk, NR3 1HT info@allmanwoodcock.com , 01603 610243
Personal data	Any information relating to an identified or identifiable individual

Personal data we may collect about you

Information below sets out the personal data we may collect when engaging with us:

- Your name, address, telephone number, fax number
- Electronic details e.g. Email address, mobile phone number
- Information relating to the matter in which you are using our services
- Information to enable us to check and verify your identity, e.g. Date of birth, passport details, drivers licence if applicable
- Current financial details (if applicable)

This personal data is required to enable us to provide our service to you. If you do not provide the personal data we ask for, it may delay or prevent us from providing services to you.

How your personal data is collected and processed

We, Allman Woodcock Ltd may collect any or all of the information that you give us depending on the type of transaction you enter into, such as your name, address, and telephone number; including personal and work contacts, mobile number, fax number and email address.

Allman Woodcock will collect and process personal data, as and where, provided by you under the 'Contact Us' section of our website. Collecting and processing any data will allow us to respond to your enquiry as soon as possible. All data will be retained securely and only for a period that is statutory required.



Disclosure and sharing of personal information

There may be times in which we share personal data about you to third parties. We will only share information to third parties if it is relevant and in accordance to our terms of agreement arranged with you at the time of initial engagement.

Third parties may include but are not limited to:

- Other consultants within our company who may be actively working on the job requested
- Third party contractors and sub-contractors who provide services to us in order to complete work requested
- Third party business support services such as:
 - External accounting service who provide financial support relating to the collection, accuracy, recording and analysis of the company's financial operations
 - External IT service provider. Personal data is only shared when necessary to enable them to provide information technology services to us
 - External archive service; our company's documents securely in a safety vault. We only archive information for a period that is statutory required. It is then securely destroyed.
 - Commercial waste collection and dispose of our companies waste on a weekly basis or when requested
- Clients we may collaborate with to undertake the work requested
- Regulatory or legal bodies; we may disclose and exchange information with law enforcement agencies and regulatory bodies to comply with our legal and regulatory obligations.
- Data will be securely kept for a period to comply with statutory requirements and to satisfy our duties as a company practicing in the construction sector, for example in regard to specific project warranty periods where applicable

We only allow our sub-consultants to handle your personal data if we are satisfied they take appropriate measures to protect your personal data. We also impose contractual obligations on service providers relating to ensure they can only use your personal data to provide services to us and to you. All of which are checked on a regular basis for compliance to reflect the General Data Protection Act (GDPR) and the Data Protection Act 2018.

How and why we use your personal data

Under the data protection law, we can only use your personal data if we have a proper reason for doing so. These may include but are not limited to:

- To comply with our legal and regulatory obligations
- For the performance of our contract with you or to take steps at your request prior to entering into a contract relevant to the work requested and agreed
- For our legitimate interests or those of a third party



Where your personal data is held

Information may be held at our offices, third party agencies, service providers, representatives and agents as described above (see '**Disclosure and sharing of personal data**').

How long your personal data will be kept

We will not retain your data for longer than necessary for the purposes set out in this policy. We may keep your data for up to 12 years and only keep information after this to comply with any relevant statutory requirements to satisfy our duties as a company practicing in the construction sector.

When it is no longer necessary to retain your personal data, we will delete securely.

Your rights

You have the following rights, which you can access at any time:

- The right to be informed.
- The right of access.
- The right to rectification.
- The right to erasure.
- The right to restrict processing.
- The right to data portability.
- The right to object.
- Rights in relation to automated decision making and profiling

For further information on each of those rights, please contact us or view the [Guidance from the UK Information Commissioner's Office \(ICO\) on individuals' rights under the General Data Protection Regulation](#).

If you would like to exercise any of those rights, please:

- Email, our Data Protection Officer - see below: '**How to contact us**'; including your full name, address and contact details
- Let us know what right you want to exercise and the information to which your request relates.

Keeping your personal data secure

We have appropriate security measures to prevent personal data from being accidentally used, lost or accessed unlawfully.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

Your information will be stored securely on either our companies' systems, remote back up or physical copies held in a locked office situated in a securely locked building.



We may securely store your personal data by:

- **Secure locked office spaces.** At the time the office is left unattended, individual offices and storage rooms are locked securely. The main office building is physically locked at all times. Only current employees have key access to the premises
- **Secure Filing Systems.** All hard copies of data are filed away securely in locked storage facilities at our office premises or archived securely through our third party archiving company, 'Oasis Group'
- **IT equipment.** PC's are always locked when left unattended and shut down at the end of every working day. All IT equipment is password protected
- **External hard drives** are secured with a password lock that is only accessible by our IT department on site
- **Safe Methods of Disposal.** All physical paper documents are shredded and disposed of in confidential waste bins provided in our office. A third party waste disposal company, 'M W White Ltd' dispose of all physical waste on a weekly basis.
- **Destroying Digital storage.** All digital devices and IT equipment is cleared of any data by our onsite IT department before being securely removed and disposed of by an external third party IT disposal company, 'R D Trading Ltd' trading as 'RDC'

How to complain

We trust that you are happy with the secure use of your information. However, should you wish to raise a concern please contact us using the contact details in the 'How to contact us' section below.

The [General Data Protection Regulation](#) also gives you right to lodge a complaint with a supervisory authority, in particular in the European Union (or European Economic Area) state where you work, normally live or where any alleged infringement of data protection laws occurred. The supervisory authority in the UK is the *Information Commissioner* who may be contacted at <https://ico.org.uk/concerns> or telephone: [0303 123 1113](tel:03031231113).

Changes to this privacy policy

We may change this privacy policy from time to time, when we do we will place a notice on our website.

How to contact us

Please contact us by post, email or telephone if you have any questions about this privacy policy or the information we hold about you. Our contact details are shown below.

Our contact details	Our Data Protection Officer's contact details
Allman Woodcock Limited 10-11 Tombland Norwich Norfolk NR3 1HF Tel: 01603 610243	info@allmanwoodcock.com

This privacy policy was updated on 24th May 2018.