

## Privacy Notice

### **1. GENERAL**

Hawkstone Builders Ltd are committed to protecting and respecting your privacy. We will process your personal data in accordance with the General Data Protection Regulations (GDPR) that comes into force from 25 May 2018. The new regulations seek to protect and give individuals more control over the use of their data.

### **2. YOUR PERSONAL DATA**

We are required to inform you as to what data we collect and how it is processed and handled once we receive it.

To provide our services, the main details we will hold are:

- (a) Personal names and addresses
- (b) Contact phone numbers
- (c) Email addresses
- (d) Copies of contractual information
- (e) Bank details (where applicable) for accounting purposes

We gather this data from incoming enquiries, ongoing contracts, new clients, suppliers, consultants and subcontractors.

The data is processed onto our systems.

Your information will only be used for legitimate business purposes. We will not transmit your information to other parties unless it is required to fulfil contracted works. All data disclosures will only be relevant to the requirements of the contract works. This information will be handled in accordance with the guidelines of the GDPR and again will only be relevant to the requirements of providing our services.

We will never sell your information to third parties.

We will have implemented accepted standards of technology and operational security in order to protect data from loss, misuse or unauthorised alteration or destruction but note that transmitting information over the internet can never be 100% secure.

We will notify you in the event of any breach of personal data which might expose you to serious risk.

We may need to pass information to other associated organisations for the purpose of completing tasks and providing services to you. We do not release information to third parties beyond our network, except where we are required to do so by law.

We will hold your data for as long as necessary to comply with legal obligations.

### **3. VISITORS TO OUR WEBSITE**

We may collect and process personal data about you in the following circumstances:

- (a) When you complete forms on our website. This includes your name, address, email and telephone number, where you ask us to contact you about our services.
- (b) Whenever you provide information to us, we may keep a record of that correspondence.

### **4. YOUR RIGHTS**

You have rights under the GDPR:

- (a) To access your personal data.
- (b) To be provided with information about how your data is processed.
- (c) To have your personal data corrected.
- (d) To have your personal data erased in certain circumstances.
- (e) To object to or restrict how your personal data is processed.
- (f) To have our personal data transferred to yourself or to another business in certain circumstances.

### **5. CONTACT**

5.1 We take your privacy seriously and you have the right to request access to all personal data that we hold on you. Any questions, requests or how we use your personal data, please contact us by post, email or telephone.

5.2 You have the right to take any complaints about how we process your personal data to the Information Commissioners Office, Wycliffe House, Water Lane, Wilmslow, SK9 5AF ([www.ico.org.uk](http://www.ico.org.uk)).