



Ref: 0602CC  
Version: 02  
Date: 1/1/21

GDPR Policy



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# GDPR Policy

## Document Control

Document title : GDPR policy

Ref : 0602CC

Serial Number	Amendment Number	Date	Signature	Name	Remarks
0602CC	01	21/12/19		F Kofler	Issue of new company policy and arrangements
0602CC	02	20/12/20		F Kofler	Full review, all sections updated

Date of next review : 01/01/22

Approved 21 December 2020

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## Policy Statement

Castlehouse Construction are committed to ensuring that all individuals privacy is protected. Should we ask anyone to provide certain information by which that person can be identified, then you can be assured that it will only be used in accordance with this privacy statement.

Castlehouse Construction will review and update this policy annually to meet industry regulations and legislations, please ensure you review this policy in accordance.

## Cookies

You can set your browser to refuse all or some browser cookies, or to alert you when websites set or access cookies. If you disable or refuse cookies, please note that some parts of this website may become inaccessible or not function as intended.

## What we collect:

We may collect the following information:

- name and job title
- contact information including email address
- demographic information such as postcode, preferences and interests
- other information relevant to the services we provide

## What we do with the information we gather:

We require this information to understand your needs and provide you with a better service, and in particular for the following reasons:

- Internal record keeping
- We may use the information to improve our service
- We may periodically send newsletter information using the email address which you have provided.

## Data security

We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal data to those employees, agents, contractors and other third parties who have a business need to know. They will only process your personal data on our instructions and they are subject to a duty of confidentiality.

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

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### Controlling your personal information:

You may choose to restrict the collection or use of your personal information in the following ways:

- whenever we ask you if do not want the information to be used by anybody for direct marketing purposes, we will keep your details in an UNSUBSCRIBE list
- if you have previously agreed to us using your personal information for direct marketing purposes, you may change your mind at any time by writing to or emailing us at gemmalennon@castlehouseconstruction.co.uk

We will not sell, distribute or lease your personal information to third parties unless we are required by law to do so.

You may request details of personal information which we hold about you under the Data Protection Act 1998.

### Employee Privacy

When individuals apply to work at the Company, we will only use the information they supply to us to process their application and to monitor recruitment statistics. Where we want to disclose information to a third party, for example where we want to take up a reference or obtain a 'disclosure' from the Disclosures and Barring Service, we will not do so without informing them beforehand unless the disclosure is required by law.

Personal information about unsuccessful candidates will be held for 12 months after the recruitment exercise has been completed, it will then be destroyed or deleted. We retain de-personalised statistical information about applicants to help inform our recruitment activities, but no individuals are identifiable from that data.

Once a person has taken up employment with the Company, we will compile a file relating to their employment. The information contained in this will be kept secure and will only be used for purposes directly relevant to that person's employment. Once their employment with the Company has ended, we will retain the file for a period no longer than six years and then delete it.

Data will be processed fairly and in accordance with the General Data Protection Regulations.