

## **Privacy Notice**

This privacy notice is a declaration of how R J Leighfield & Sons Ltd applies the Data Protection Principles and Rights afforded to individuals by the General Data Protection Regulation (GDPR), to the personal data that we process. RJL is committed to complying with the principles relating to the processing of data under GDPR and protecting the privacy of our clients, employees, suppliers and other interested parties.

### **Who is collecting information about me?**

Trading name: R J Leighfield & Sons Ltd. (The “Data Controller”)

Legal entity: R J Leighfield & Sons Ltd. Company Registration No: 00247253

Registered Office: Unit 6, Coped Hall Business Park, Royal Wootton Bassett, Wilts, SN4 8DP

Data Protection Officer/Point of Contact: Company Secretary

Email: [accounts@rjleighfield.co.uk](mailto:accounts@rjleighfield.co.uk)

Website: [www.rjleighfield.co.uk](http://www.rjleighfield.co.uk)

### **What is the legal basis for processing my information?**

R J Leighfield & Sons Ltd (RJL) will process your data on the legal basis of Legitimate Interest.

### **What are the “legitimate interests” being pursued that allow you to process my information?**

- To offer construction and design services to our clients
- We believe it is in the interest of our clients and supply chain to ensure that we process the information to facilitate the delivery of the construction services that we provide
- We understand that our clients and supply chain would expect us to use their data in this way and that doing so has a minimal privacy impact.

### **What information are you collecting about me?**

We collect and store data for the purpose of providing construction services to our clients.

The categories of personal data that we collect and process are as follows:-

- Personal details: eg contact name, address, phone number, email address;
- Financial details: eg bank account, CIS details, insurance details etc;
- Employment details: name, address, phone number, email address, bank details, employment history;
- Prequalification details about your company or business.

### **Why are you collecting information about me?**

By submitting your personal information to RJL, you are consenting to it being processed in the manner described below.

- To administer/provide a service that you request or to perform a contract to which you are a party (eg contract of employment or contract to provide construction services).
- To fulfil our obligations under any contract we may have with you and to provide you with information to comply with our duties under such contract.
- To contact you to notify you of any changes to our services.

- To comply with any statutory and other requirements (eg industry regulations).

### **Who might you share my information with?**

We may share or disclose your personal information to any of the following recipients:

- Our suppliers (contractors, merchants and consultants)
- Third parties as required by law (eg government enforcement authorities, courts, tribunals and arbitrators and other judicial committee).

### **How long do we retain your personal information?**

We will hold your personal information on our systems for as long as it fulfils the purpose it was collected. This includes satisfying any legal, accounting and other reporting requirements. The period will be dependant upon the type of data and its use.

### **Your rights regarding the personal information you provide to us**

Under GDPR and the DPA you have the following rights:

- The right to be informed. RJL provides fair processing information by way of this notice
- The right of access. You have the right to obtain confirmation about how we are processing your personal data and what data we hold. You can request a copy of all the personal data held by RJL at any time from the Company Secretary. RJL will provide copies of any personal data requested within 30 days upon proof of identification.
- The right of rectification. If any of the information held is inaccurate or incomplete you have the right to have the information corrected and if the information has been passed to other parties, where possible we will inform them of the rectification undertaken.
- The right to erasure. You have the right for your information to be erased. We will delete or remove upon request unless there is a compelling reason to keep it.
- The right to restrict processing. You have the right to “block” or suppress processing. This won’t affect the processing done previously, but will stop future processing.
- The right to data portability. You have the right for your information to be provided in a readable format to enable easy transfer between processors.
- The right to object at any time to the processing of your personal data on the grounds of legitimate interest of a third party.
- The right to complain. If you wish to discuss your personal data or lodge a concern about the way in which it is handled, please contact:

**Company Secretary, R J Leighfield & Sons Ltd., Unit 6, Coped Hall Business Park, Royal Wootton Bassett, Wilts, SN4 8DP**

- The right to complain to a Statutory Authority. If you are unhappy with our response, you have the right to complain to the Supervisory Authority, the details of which are:

**Supervisory Authority:** Information Commissioner’s Office (ICO) - **Website:** <https://ico.org.uk/concerns/>