

General Data Protection Regulations

There is currently much contradictory advice and information concerning what we should do to comply with the new General Data Protection Regulations (GDPR) which came into force 25 May 2018.

As we currently understand it, we do not require specific permission to maintain data required to maintain our working relationship and records for our legitimate business activities, nonetheless, we wish to inform you as to what data we collect and how it is processed and handled once we receive it.

In order to provide our services, we currently only hold the following information:

- Company names and addresses.
- Individual employee names relevant to our contract or enquiries.
- Contact phone numbers & Email addresses
- Supplier's Bank Details where applicable for accounting purposes

Other than your name and contact details, no other personal information is stored or collected on any individual– unless they have disclosed this in an email or other communication to us. If this is the case, the email may be stored if we are required to do so to maintain our legal and contractual obligations.

We gather this data from incoming enquiries and ongoing contracts.

This data is processed onto our systems, and continuously backed up onto remote servers and 3rd party secure storage using the latest technology.

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 or as required or instructed by law. 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 services.

We will never sell your information to third parties.

We will hold the digital and physical invoice files on record as required by the relevant contracts. These are stored on secure servers both on and off site.

Introductory communications

On occasions, we may send introductory communications to potential clients or their agents. These will always be project specific. We obtain this information from planning registers, recommendations, trade press, the potential client's own website and sources such as Glenigans (or similar).

Continued

GDPR Continuation

The company contact details in this respect are not stored unless the company become clients or send us an enquiry. Even then we do not use mailing lists for future communications.

The introductory communication should be a one-off communication. However; other communications may be issued concerning other projects. We typically send about 20 to 40 a year in total, so these will not be a bombardment of your mailbox. (We do not use mailing lists for you to opt in or out)

Please inform us promptly should you have any concern in relation to the above.

We may update this document without notice should we find that our interpretation of the regulations is incorrect, or we receive further advice.

End of Document.