

Privacy Statement – customers, suppliers and co-contractors

Beard takes the privacy of your data very seriously. This Privacy Notice sets out how Beard will use and protect any information, personal or company, that you provide to us in order to maintain our relationship. It applies to co-contractors, suppliers, customers, and partners, together referred to as 'you'.

This Privacy Statement applies from 25 May 2018, when the General Data Protection Regulations come into force. We may update this Privacy Notice at any time.

Who is the controller?

E W Beard Ltd T/A Beard is the “controller” for the purposes of data protection law. This means that we are responsible for deciding how we hold and use your data.

What type of data do we hold?

Typically, as part of our relationship with you we will hold some personal details about you and your employees, typically this may be:-

Address, contact name within your company, relationship, e-mail address, telephone contact numbers, and could include individual training records, emergency contact details and bank account details, dependant on our relationship with you.

Why do we hold data?

We hold and use data for business administration purposes and to fulfil any contract we have, or may have, with you. This will include, for example: management of our relationship with you; administration of pay and payments; monitoring and assessment of performance; performance of day-to-day business activities (including inviting you to events that we may be holding), safe running of construction site etc.

Data protection law specifies the legal grounds on which we can hold and use personal data. Most commonly, we rely on one or more of the following legal grounds when we process your personal data:

- Where we need it to perform any contract we have entered into with you (**performance of the contract**). This may include, for example, ensuring that we pay you correctly or compliance with HSE, insurance details, accreditations, emergency contacts and individual training records
- Where we need it to comply with a legal obligation (**legal obligation**). Typically, this may include legal obligations such as the obligation to comply with limits on working time; to meet health and safety requirements, or financial compliance
- Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests (**legitimate interest**). This may include, managing working hours to ensure effective business operations, to send information to you relating to paying you, account management and corresponding with you about events, newsletter, or sharing industry led information

How long do we hold your data?

When Beard no longer needs to keep certain data, we will destroy paper records securely by either shredding or confidential waste bags, and deleting electronic records from our systems. Data can be retained for 6 years to meet with UK statutory requirements or longer as defined in construction contracts and to fulfil HSE requirements. Retention may be assessed on a case by case basis.

Contact details are held until such time as identified above. To amend these details please contact gdpr@beardconstruction.co.uk.

We will endeavour to meet your request straightaway, but this may take up to 10 days to process.

Who can access your data?

Access to your information is strictly controlled and limited to only those who need to have access.

Where personal details relating to your employees or third parties are transmitted or transported, Beard ensures that data in transit will always be secured through the use of secure protocols. Where business requirements necessitate the use of removable storage such as DVD, flash drives or external hard drives, these devices will be encrypted.

Where personal information is transferred by E-mail, particularly where files containing personal information are attached and considered as high risk, these will be encrypted.

Changes and access to your data

If at any point you believe the information we hold is incorrect you can request to see what information we hold and have it corrected or deleted if not relevant to business need.

CCTV

Beard uses CCTV images to provide a safe and secure workplace for employees and visitors to company premises and to protect company property.

Beard's CCTV records images only, there is no audio. Images that are stored are erased or destroyed once the purpose of the recording is no longer required. Access to and disclosure of images is restricted. Where a law enforcement agency is investigating a crime, images may be kept longer.

Complaints

If you wish to raise a complaint about the handling of your data please do so by e-mailing gdpr@beardconstruction.co.uk