

Privacy Policy



Atkinson Building Contractors Ltd and Atkinson Homes Ltd are committed to protecting and respecting privacy and complying with the current General Data Protection Regulation.

Our privacy policy explains how we retain the personal information collected from our employees, clients, suppliers, subcontractors, service providers and associates etc from whatever means and format it is obtained.

On receipt of this policy, acceptance and agreement is presumed and data will be processed and retained as set out in this policy.

Type of data	Purpose	Legal basis
Contact details, including; Name, address, telephone number, email address	<ul style="list-style-type: none"> • <i>Employment personnel records;</i> • For the supply of services and fulfilment of contract; • To respond to complaints or enquiries; • To respond to and deal with Environmental, Health and Safety incidents; • If the company / organisation you represent orders services and / or goods from us or if we order services and / or goods from the company / organisation you represent, we will be in contact with you to deal with any questions or complaints regarding such services and / or goods. 	<ul style="list-style-type: none"> • HMRC legal requirements; • Performance of contract; • In compliance with a legal obligation to deal with incidents; • Legitimate interests in managing our relationship with you as a partner, supplier or client / customer
<i>Employment and personal details / records including employment particulars, NI number, copy of Passport, Work Permit, Birth Cert., Driving Licence, CV, next of kin details, work related agreements and declarations, working time etc., P45, Pension details, performance reviews and meetings etc.</i>	<ul style="list-style-type: none"> • <i>General employment purposes</i> • <i>Eligibility to Work in the UK</i> • <i>Eligibility to Drive</i> 	<ul style="list-style-type: none"> • <i>Employment law requirements</i>
<i>Training and competence records and certificates</i>	<ul style="list-style-type: none"> • <i>Proof of training and competence</i> 	<ul style="list-style-type: none"> • <i>Health & Safety Regulations</i>
Accounting and Payroll details i.e. bank and tax details / records	<ul style="list-style-type: none"> • <i>Payment of wages</i> • To process data in connection with invoicing, anti-fraud purposes and fulfilment of contract 	<ul style="list-style-type: none"> • Performance of contract; • Legitimate interests in managing our relationship with you as a partner, supplier or client / customer
Company registration number and unique tax reference number where applicable, or a sole trader's National Insurance number, (instead of a company registration number),	<ul style="list-style-type: none"> • For the supply of services and fulfilment of contract 	<ul style="list-style-type: none"> • For the purposes of setting up the business relationship; • Performance of contract; • Legitimate interests in managing our relationship with you as a partner, supplier or client / customer

Type of data	Purpose	Legal basis
Medical and health details, records, certificates and information / injuries	<ul style="list-style-type: none"> • Employee Health Surveillance • Medical history • Sickness and absence monitoring • To respond to and deal with Health & Safety incidents including reporting to regulatory bodies 	<ul style="list-style-type: none"> • Health & Safety Regulations
Photographic, audio or video recordings	<ul style="list-style-type: none"> • Online/social media • Presentations • Courses • News/press • Media 	<ul style="list-style-type: none"> • Legal requirement to obtain permission of the subject • Course attendance requirements

In the event we were to process personal data for any other purpose than those specified above, we will inform you at the point of collecting the personal data and update the policy if applicable.

If we process personal data for any purpose which, according to applicable legislation, requires your consent, we will collect consent before commencing such processing.

Keeping information private

Information will only be used for legitimate business purposes. We will not transmit information to other parties unless it is required to fulfil contracted works and for business purposes. All data disclosures will only be relevant to the particular requirements of the contract works. This information will be handled in accordance with the guidelines of the General Data Protection Regulation and will only be relevant to the requirements of providing services.

We may also have a requirement to disclose personal data to third parties, for example the police, HSE, HMRC, Building Authorities, NICEIC, GAS Safe and other public authorities and regulatory / governing bodies. However, we will never sell information to third parties and personal data will not be transferred outside of the UK or the EEA.

We will hold digital and, or physical files on record as required in line with statutory limitation periods and the relevant contracts, which may be up to 40 years. These are stored on secure servers and in secure on-site archive store. This data is processed onto our systems, and continuously backed up onto remote servers and 3rd party secure storage using the latest technology.

Web browser cookies

We use cookies to ensure the best experience is received on our websites. If users continue without changing settings, it is assumed that users are happy to receive all cookies from our websites.

Cookies are files stored in personal browsers and are used by most websites to help personalise the web experience. Some features on this site will not function if not allowed cookies.

Cookies Used: ___ga *These cookies allow us to count page visits and traffic sources so we can measure and improve the performance of our site, using a service provided by Google Analytics.*

Users can accept or decline the use of cookies through the web browser. If users want to learn more about cookies and how to control or delete them, we suggest they visit www.aboutcookies.org.uk for a detailed guide. If users disable the browser's ability to accept cookies, they will still be able to use our site, but might not be able to access or take advantage of the many features we offer.

Rights to access etc.

In accordance with applicable data protection legislation, you have the right, at any time,

- *to be granted access to the personal data we have processed,*
- *to rectification of inaccurate personal data,*
- *to request that we cease processing and delete personal data,*
- *to limit the processing of personal data,*
- *to exercise the right to data portability*
- *to object to the personal data processing.*

It should be noted that in some cases, there are specific exemptions and restrictions regarding these rights. In regard to deletion, the right will not apply where the processing is necessary:

- *for exercising the right of freedom of expression and information;*
- *for compliance with a legal obligation;*
- *for the establishment, exercise or defence of legal claims.*

With relation to limiting the processing of personal data, the personal data may still be stored and processed:

- *with the data subject's consent;*
- *for the establishment, exercise or defence of legal claims; or*
- *to protect the rights of another natural or legal person.*

There is the right, at any time, to lodge a complaint with the UK supervisory authority; the Information Commissioners Office (ICO). www.ico.org.uk.

Signed:

A handwritten signature in black ink, appearing to be "S.A.", written over a horizontal line.

Steven Atkinson

19.12.24