

Privacy Policy (GDPR)

This policy explains how we use any personal information we collect about you when you use our services.

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What is personal data?

Personal data relates to any information about a natural person that makes you identifiable which may include (but is not limited to):

For sub- contractors:

Names and contact information i.e. e-mails, telephone numbers and address
National Insurance Numbers and UTR numbers
Employment history
Personal tax
Bank account details

For contractors and customers:

Names and contact information i.e. e-mails, telephone numbers and address

We do not collect or use any sensitive personal data for example:

Medical conditions
Religious beliefs or political opinions
Racial or ethnic origins
Convictions
Biometric data (e.g. photograph in an electronic passport)

Data Controller

The Data controller is Adorn Plastering including employees working on behalf of Adorn Plastering of the address above

Data Processor

The Data Processor is Adorn Plastering employees working on behalf of Adorn Plastering

Data Processing

Data processing is any operation or set of operations performed upon personal data, or sets of it, be it by automated systems or not. Examples of data processing explicitly listed in the text of the GDPR are: collection, recording, organising, structuring, storing, adapting, altering, retrieving, consulting, using, disclosing by transmission,

disseminating or making available, aligning or combining, restricting, erasure or destruction. Your data is held on a secure password protected system and in a secure office.

What information do we collect about you and why?

At Adorn Plastering we take your privacy seriously and will only use your personal information to provide us with the ability to:

For subcontractors – Keep required records of you for HMRC purposes and to be able to pay you as required and to contact you for work and any queries

For contractors and customers – Keep only those details that we need in order to supply goods and services in order to be able to invoice you for our goods and services and to contact you in the event of any queries

We may be required to give your details to a third party, for example HMRC or other government body or agents, or for the purposes of debt collection, and in these circumstances we will only disclose the required information. We will ensure that these third party organisations have the required privacy policies to ensure that your data is kept safe and not used in any other way such as for marketing purposes.

We will **not** share your data with companies for marketing purposes.

Security precautions in place about data collected

When you give us personal information, we take steps to make sure that it's treated securely. Any sensitive information (such as credit or debit card or bank account details) is securely stored, and where appropriate encrypted and protected.

Non-sensitive details (your e-mail address etc.) are sent over the internet, and this can never be guaranteed to be 100% secure. As a result, while we strive to protect your personal information, we cannot guarantee the security of any information you transmit to us, and you do so at your own risk. Once we receive your information, we make our best effort to ensure its security on our systems and on paper copies.

How long will we hold your data for?

For contractors and customers – No more than seven years or in line with government regulations

For sub-contractors and employees – For seven years after you stop working or being employed by us

Subject Access request

It is your right to request a copy of the information that we hold about you. If you would like a copy of all or some of your personal information please e-mail or write to us at the address at the top of this policy. We will respond to your request within one month of receipt of the request.

We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information you think is inaccurate by e-mailing adornplastering@gmail.com or writing to the above address.

Objections to processing of personal data

It is your right to lodge an objection to the processing of your personal data if you feel the 'ground relating to your particular situation' apply. The only reasons we will be able to deny your request is if we can show compelling legitimate grounds for processing, which override your interest, rights and freedoms, or the processing is for the establishment, exercise or defence of a legal claim.

Data portability

It is also your right to receive the personal data which you have given to us, in a structured, commonly used and machine-readable format and have the right to transmit that data to another controller without delay from the current controller if:

- A The processing is based on consent or on a contract, and
- B The processing is carried out by automated means.

Your right to be forgotten

Should you wish for us to completely delete all information that we hold about you, please contact us:

E-mail adornplastering@gmail.com or in writing to the address at the top of this policy

Complaints

If you feel that your personal data has been processed in a way that does not meet the GDPR, you have a specific right to lodge a complaint with the relevant supervisory authority. The supervisory authority will then tell you of the progress and outcome of your complaint. The supervisory authority in the UK is the Information Commissioner's Office.

Changes to our Privacy Policy

We keep our privacy policy under regular review and we will notify you of any updates as appropriate. The online version will always be kept up to date. If you wish to have a paper copy and are unable to download from our website, please e-mail adornplastering@gmail.com

How to contact us

Please contact us if you have any questions about our privacy policy or information we hold about you:

By e-mail: adornplastering@gmail.com

Or write to Peter Jones (owner) or Angela Catling (administrator/PA and Finance officer) at the address at the top of this policy, or call us on 01935 824361