

Privacy Statement

Introduction

This privacy statement explains our approach to any personal information that we might collect from you or which we have obtained about you from a third party and the purposes for which we process your personal information. This Privacy Policy also sets out your rights in respect of our processing of your personal information.

Who we are?

We are Baptist Building & Roofing Co Ltd. Our registered company number is 4023369 and our registered office is 15 Woodfield Avenue, Lincoln LN6 0LJ

Our website address is: www.baptistbuilding.co.uk

What information do we collect?

Customers

- We collect your contact information specifically your name, address, contact telephone numbers and email address.
- We collect this data from you personally when you contact us and from third parties for example Local Authorities organising works on your behalf. This contact information is given to us to enable us to carry out work on your behalf.
- We do not collect or process sensitive personal data or financial information

Suppliers

- We collect your contact information specifically your name, address, contact telephone numbers, website and email address.
- We collect this data from you personally when we contact you. This contact information is to enable us to purchase your goods or services in relation to our construction company
- We collect your bank details to facilitate paying you for goods or services

Employees

- We collect your contact information specifically your name, address, contact telephone numbers, email address and curriculum vitae details
- We collect this data from you personally when we employ you. This information is used to assess your suitability for the role and to enable us to employ you
- We do collect sensitive personal data relating to your employment, for example your NI number and details of any medical conditions. We collect your bank details to facilitate payroll processing

How do we use personal information?

We use your personal information for

- providing goods and services
- legal obligations (eg prevention of fraud), payroll and income tax

When do we share personal data?

We treat personal data confidentially and will only disclose or share it when it is necessary to provide our services or conduct our business operations.

- We will share your contact details with relevant staff and sub-contractors for them to make arrangements to carry out works. This data is limited to your contact name, address and telephone number or email address
- For employees and sub-contractor we will share your personal data with our accountants to facilitate payroll duties and CIS management

Where do we store and process personal data?

Your data is stored on secure devices and where applicable in locked filing cabinets

How do we secure personal data?

To protect data against accidental loss, prevent unauthorised access, use, destruction or disclosure and to restrict access to personal information your data is stored on secure devices which are password protected to restrict access. Devices are protected by secure internet security software.

How long do we keep your personal data for?

Your data is stored for as long as necessary to provide our services to you and is then securely archived. After 2 years the data is deleted from our devices or for paper copies destroyed by shredding

Your rights in relation to personal data

We respect the right of data subjects to access and control their personal data.

You are entitled to request

- Details of personal information relating to you
- Correction and deletion of personal information
- A copy of our Data Protection policy which explains our procedure relating to subject access requests.

How to contact us?

You can get in touch with us if you have questions or concerns about our privacy practices, your personal information, or if you wish to file a complaint.

Email : Info@baptistbuilding.co.uk

Telephone : 01522 871627 or 07778 659314



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www.baptistbuilding.co.uk