

# PRIVACY POLICY

**DATE:** December 2019



## PRIVACY POLICY

Feltham Group Ltd including its operational subsidiaries is a well-established construction company based in Newbury. This Privacy Policy explains how we use any personal information we collect from you or that you provide to us.

We are committed to protecting and respecting your privacy.

## OBJECTIVES

Our policy complies with UK law accordingly implemented, including that required by the EU General Data Protection Regulation (GDPR). We will protect the privacy of individuals when handling any personal information and ensure that we are compliant, as far as possible, with relevant data protection and privacy laws by adhering to the following principles:

Personal data shall be:

1. processed lawfully, fairly and in a transparent manner.
2. collected with consent for specified, explicit and legitimate purposes.
3. adequate, relevant and limited to what is necessary.
4. accurate and kept up to date.
5. kept in a form which permits identification of data subjects for no longer than necessary.
6. processed in a manner that ensures appropriate security, including protection against unauthorised or unlawful processing, accidental loss, destruction or damage.

## WHAT INFORMATION DO WE COLLECT FROM YOU?

We collect information about you when you initially contact us or agree use of our services.

## HOW WILL WE USE THE INFORMATION ABOUT YOU?

We will:

- only collect and process data for the performance of a contract with you or in order to take steps at your request prior to entering into a contract with you.
- delete/destroy personal information no longer needed for its original business purpose in accordance with our retention and destruction procedures, unless we have a legal obligation to retain personal information for a certain period.
- only transfer data where we are satisfied that adequate levels of security are in place. We do not transfer or store data outside of the EEA (European Economic Area)
- only share personal information with third parties where contractually necessary or where we are required to by another legal or statutory obligation.

## **SECURITY**

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect.

## **MARKETING**

We do not collect personal information for marketing purposes and we do not pass on or sell any personal information.

## **COOKIES**

This website does not use cookies.

## **ACCESS TO YOUR INFORMATION AND CORRECTION**

You have the right to request a copy of the information that we hold about you. You also have the right to the rectification or removal of this information, excluding where we have obligations. If you would like a copy of some or all of your personal information, please email or write to us at the address below.

## **CHANGES TO OUR PRIVACY POLICY**

We keep our privacy policy under regular review and we will place any updates on our webpage.

## **HOW TO CONTACT US**

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

- by email – contact address [info@felthamconstruction.co.uk](mailto:info@felthamconstruction.co.uk)
- or write to us at: Feltham Group Ltd, Feltham House, 42 London Road, Newbury, Berks, RG14 1LA

## **OUTCOMES**

In addition, by meeting the above objectives, we will:

- Commit to keep abreast of all applicable data protection/privacy laws of the jurisdictions in which we operate.
- Take steps to provide appropriate training and support to ensure that all personnel are aware of our obligations under this Policy and follow our data protection procedures when handling the personal information of others.
- Implement relevant security procedures and issue guidance to staff explaining their data protection and security obligations.