

## **PRIVACY POLICY**

Warwick Burt Construction Limited is committed to protecting the data that we hold on our Clients, Suppliers, Sub Contractors, Service users and visitors to our website and Social Media accounts.

The General Data Protection Regulations 2018 replaces the Data Protection Act 1998 and the main focus is the protection of personal data, how it is handled, how it is stored and how it may be shared.

Outlined below is our Privacy Policy explaining how and why we collect data, use the data, store data, and why there may be a need to share that data.

### **The Data we collect, hold and share.**

The data that we hold will be data relating to goods or services provided by you or your Company to fulfil contractual obligations, such as Company address and contact information, sub contract information, bank details for processing payments and information relating to employees for health & safety matters. The data is collected via email, written correspondence, invoices and delivery notes and via our website and social media accounts. The data is stored securely and safely on our accounting system, our office computers and server and in hard copy format in locked cabinets within a secure office and is only accessible by Warwick Burt Limited employees. The data is used solely in connection with our Business practices and will only be shared with third parties in certain circumstances including with our Clients by way of inclusion in our Operations and Maintenance manuals, our suppliers in order that we may obtain quotations, with our external Health & Safety Officer and other site safety organisations such as the HSE and with HMRC for reporting purposes. For data relating to our website please see section below headed 'Online Data'.

### **Online Data**

Any information provided via our website contact form will be used to respond to your enquiry. Warwick Burt Construction Limited uses Google Analytics to provide anonymous data showing how the website is viewed. Google Analytics uses cookies to collect information such as how many people visit the website, how often they have visited and the time spent on the website. Cookies are used on the Warwick Burt Construction Limited website and twitter page. Cookies cannot identify the website user but they collect visitor information and track activity for statistical purposes. You can set your computer to not accept cookies if you wish but this may affect the functionality of websites that you browse.

## **Your Rights**

You have the right to be informed about the data that Warwick Burt Construction Limited hold on you and can ask for the data to be deleted, removed, corrected or updated at any time. Please contact Warwick Burt Construction via email to [accounts@warwickburt.com](mailto:accounts@warwickburt.com) or by post to our office address: 12 Darnell Way, Talavera Court, Moulton Park, Northampton, NN3 6RW should you wish your data to be deleted or amended.

## **Review of Privacy Policy**

This policy was updated in May 2018 and will be reviewed periodically and may be updated to comply with any changes or additions to the GDPR 2018.