



PRIVACY NOTICE

Dated: May 2018

1. Who is responsible for managing my information?

This website is owned and maintained by: - BAAS Construction Ltd.

BAAS Construction Limited, The Old Chapel, Brooklands Road, Burnley, Lancashire, BB11 3PR
United Kingdom ("BAAS", "we" or "us").

This is our Privacy Notice and it explains how we collect, use, share and protect your personal data. We are responsible for the collection and proper management of any personal information you give to us. We will keep your personal details secure and use the information you provide consistently with applicable privacy and data protection laws and the terms of this Privacy Notice.

2. What information do we collect?

The information we collect and hold is likely to include your name, contact details, information about your organisation and any additional information we may need to help meet your specific requirements.

3. How do we use your information?

The information you provide may be used in a number of ways, for example:

- to enable us to process and respond to requests for products and services;
- to enable us to manage and administer our products, services and business;
- to enable us to provide products and/or services to you and/or your organisation;
- to answer questions, you/your organisation have/has raised;
- for statistical purposes when we evaluate our range of services;
- to personalise repeat visits to our websites;
- to tell you about other products and services we think may be of interest to you (see below);
- to process and respond to payroll issues and queries;
- to manage and administer resident details for works carried out for Local Authorities;
- to manage service queries; and
- to help us to provide details or information you may have requested.
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4. On what legal basis will we process your information?

We will always process your personal information on lawful grounds and in particular on the grounds set out below: -

Performance of a Contract/Provision of Service

We will use your personal information to allow us to provide services you or we have ordered. This information is likely to include your name, contact details and payment details, information about your business and any additional information we may need to help meet your specific requirements. If you do not provide us with the information set out in this paragraph, then we may not be able to provide services.

Legitimate Interest

In the event that we buy or sell any business and/or assets we may disclose your personal data to the prospective buyer or seller of the business and/or assets

The above are done on the basis that they are in the legitimate interest of.

Legal Obligation

We may also use and disclose your personal data without your permission to the extent that we are required to do so for compliance purposes, by any law or regulation, by a law enforcement, governmental or taxation agency or for crime prevention purposes.

5. Who will you share my information with?

In order to provide you with the products and services that we supply we may share your information with:

- our insurance provider(s) and health and safety advisers; and
- other third parties who we may need to work with to deliver services or fulfil requests on your behalf, for example training providers and other suppliers.

We may also use and disclose your personal data without your permission for compliance purposes, in connection with any legal proceedings or prospective legal proceedings, to any law enforcement, investigative, taxation or governmental authority/agency and in order to establish, exercise or defend our legal rights.

6. How do you manage my information?

We may from time to time appoint third party service providers, to help us manage efficient systems within the business.

We will only transfer your information to service providers who help manage our systems where we are satisfied that this is lawful and that adequate levels of protection are in place to protect the integrity and security of any information being processed and in compliance with applicable privacy laws.

We do not transfer your data outside of the European Economic Area.

7. Updating Your Details?

If you would like to update any of the details, we hold please send an email to build@baas.co.uk or contact us at 01282 437304.

8. How long will we hold your information for?

We have a system of retention periods in place to ensure that your information is only stored whilst it is required for the relevant purposes or to meet legal requirements. Where your information is no longer required, we will ensure it is disposed of or deleted in a secure manner.

If you have any queries in relation to retention periods please send an email to build@baas.co.uk or contact us at 01282 437304.

9. Your rights

You have the right to ask us at any time: -

- to confirm whether we hold any of your personal data;
- to send you a copy of any personal data that we hold about you;
- to correct any inaccuracies in your personal data and to add relevant details where the personal data we hold is incomplete;
- to delete (to the extent possible) any of your personal data, where we are required by law to do so;
- to stop or restrict processing your personal data, where we are required by law to do so;
- to let you have a portable copy of the personal data we hold about you, where we are required by law to do so;
- to stop processing any of your personal data that we process on the basis of our legitimate interests; and
- to stop sending you marketing material. However please note that we may continue to send you service related (i.e., non-marketing) communications, such as emails relating to the services we provide.

We do not use your personal data for the purpose of profiling.

Where we process your personal data on the basis that you have given us your consent to do so then you may contact us at any time to withdraw your consent.

If you wish to exercise any of these rights, or wish to object to our use of your personal information, please write to us at the address given below.

Data Protection Co-ordinator

BAAS Construction Limited, The Old Chapel, Brooklands Road, Burnley, Lancashire, BB11 3PR or by email to: build@baas.co.uk

10. Does the notice apply to linked websites?

Our websites may contain links to other websites. This privacy notice only applies to BAAS and its website(s) so when you link to other websites you should read their own privacy policies.

11. When do you monitor telephone calls?

We may from time-to-time record telephone calls you have with our staff for training purposes and to improve the quality of our service.

12. How do we update this privacy notice?

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

13. Who can I contact if I have queries about this privacy notice?

You can also contact us directly if you have any questions about our privacy notice or information, we hold about you.

Please write to us at the address given below.

Data Protection Co-ordinator, BAAS Construction Limited, The Old Chapel, Brooklands Road, Burnley, Lancashire, BB11 3PR, or by email to: build@baas.co.uk Or call on: 01282 437304

If you are dissatisfied with our handling of any complaint you also have the right to raise concerns with The UK Information Commissioner: <https://ico.org.uk>