

PRIVACY STATEMENT

1. Background

Personal data

Under the EU's General Data Protection Regulation (GDPR) personal data is defined as:

“any information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person”.

In simpler terms, personal data is any information about you that enables you to be identified, this can include your name, contact details etc.

AF Connell Ltd will need to collect and use personal information for various purposes regarding employees, contractors, clients, suppliers, sub-contractors etc.

AF Connell Ltd is a company registered in England under the registration number 2238872. Our registered address is 1 Alfred St, West Vale, Halifax, HX4 8LT

1.1 How we use your information

AF Connell Ltd, will collect and use your personal data for:

- **Contract information:** Personal information we collect to enable us to perform our contractual duties.
- **Business information:** Name, email, contact information etc. we collect to enable the day to day running of the business.
- **Health & Safety:** Personal information we collect for your safety and the safety of others on project sites.
- **Security:** Personal information we collect to ensure security on project sites and our offices.
- **Legal reasons:** Personal information we are required to collect by law.

1.2 Why does AF Connell Ltd need to collect and store personal data?

In order for us to operate as a mechanical & electrical contracting engineering company, we need to collect personal data for the reasons as stated in section 1.1. We are committed to ensuring that the information we collect, and use is appropriate for these purposes, and does not constitute an invasion of your privacy.

1.3 Will AF Connell Ltd share my personal data with anyone else?

We may pass your personal data on to third-party service providers contracted to AF Connell Ltd in the course of dealing with you (e.g. training providers, banks etc.). Any third parties that we may share your data with are obliged to keep your details securely, and to use them only for the purposes in which they

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have been requested. When your data is no longer needed to fulfil this service, they will dispose of the details in line with AF Connell Ltd.'s procedures. If we wish to pass your sensitive personal data onto a third party we will only do so once we have obtained your consent, unless we are legally required to do otherwise.

1.4 How will AF Connell Ltd use the personal data it collects about me?

AF Connell Ltd will process (collect, store and use) the information you provide in a manner compatible with the EU's General Data Protection Regulation (GDPR). We will endeavour to keep your information accurate and up to date, and not keep it for longer than is necessary.

AF Connell Ltd is required to retain information in accordance with the law, such as information needed for income tax and audit purposes. How long certain kinds of personal data should be kept may also be governed by specific business-sector requirements and agreed practices. Personal data may be held in addition to these periods depending on individual business needs.

1.5 Can I find out the personal data that the organisation holds about me?

AF Connell Ltd, at your request, can confirm what information we hold about you and how it is processed. If AF Connell Ltd does hold personal data about you, you can request the following information via our Subject Access Request Form:

- Identity and the contact details of the person or organisation that has determined how and why to process your data.
- Contact details of the data protection representative.
- The purpose of the processing as well as the legal basis for processing.
- If the processing is based on the legitimate interests of AF Connell Ltd or a third party, information about those interests.
- The categories of personal data collected, stored and processed.
- Recipient(s) or categories of recipients that the data is/will be disclosed to.
- How long the data will be stored.
- Details of your rights to correct, erase, restrict or object to such processing.
- Information about your right to withdraw consent at any time.
- How to lodge a complaint with the supervisory authority.
- Whether the provision of personal data is a statutory or contractual requirement, or a requirement necessary to enter into a contract, as well as whether you are obliged to provide the personal data and the possible consequences of failing to provide such data.
- The source of personal data if it wasn't collected directly from you.

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1.7 What forms of ID will I need to provide in order to access this?

AF Connell Ltd accepts the following forms of ID when information on your personal data is requested:
[Passport, driving licence, birth certificate, utility bill (from last 3 months), etc.]

Contact details of the Data Protection Representative

	Data Protection Representative contact details
Address line 1:	AF Connell Ltd
Address line 2:	1 Alfred Street
Address line 3:	West Vale
Address line 4:	Halifax
Address line 5:	HX4 8LT
Email:	electrical@afconnell.com
Telephone:	01422 31040

Document Owner and Approval

The Data Protection Officer/GDPR Owner is the owner of this document and is responsible for ensuring that this record is reviewed in line with the review requirements of the GDPR.

A current version of this document is available to all members of staff on request.

Signature:

Date:

Change History Record

Issue	Description of Change	Approval	Date of Issue
1	Initial issue	SMS	09.06.21