

PRIVACY POLICY

Our privacy policy tells you how we use and protect any information we hold about you and explains what your rights are under the General Data Protection Regulations (GDPR). It regards the lawful and correct way of processing data. SP Projects intend to comply with the regulations by processing personal and sensitive data lawfully and correctly through our procedures. We will explain why we need your personal data and what we will do with it. It also explains how to get a copy of any personal data we may hold about you.

What information do we have?

If you are a company, we currently hold the following information:-

- Company Name and Address
- Individual Contact Name
- Company Telephone Number
- Company Email Addresses
- Bank details where applicable to accounting purposes

If you are an individual, we currently hold the following information:-

- Name and Address
- Contact Telephone Number
- Contact Email Addresses

We will only store minimal data about you as required to carry out our contractual obligations and legitimate interests.

How do we get our information?

All the information we have has been provided by the contact directly, we do not use third party data processors or purchase any personal information.

How will we use the personal information supplied to us?

Your information will only be used for business purposes, such as providing quotations for surveys and processing payments when appropriate. We will not transmit your information to other parties unless it is required to fulfil contracted works (we will notify you if this is the case). All data disclosures will only be relevant to the particular requirements of the contract works. We will never transfer / share any data to any third parties. SP Projects will implement all aspects of the EU GDPR.

How is my personal data handled?

This information will be handled in accordance with the guidelines of the GDPR and again will only be relevant to the Requirements of providing our services. All staff are data protection trained and are aware of their data protection obligations and rights under the EU GDPR. This training is refreshed on an annual basis to ensure our employees who are managing and handling personal data understands their legal responsibility to follow good data protection practice.

How long will my data be held for?

We will store your data for a minimum of 12 years.

Where is my data stored?

All data is stored and organised in secure paper and computer files. These have restricted access. They also comply with the industry standard security measures to protect the information under our control including firewalls and other physical and technical measures. We conduct regular compliance checks and regular security checks are carried out on our IT systems.

Your rights

- You have a right to request to have personal data held about you erased
- You have a right to receive an electronic copy of the personal information you have consented to be supplied to us
- You have a right to update/correct the personal information we hold on you
- You have a right to contact our Data Protection Officer via the contact details below with any queries or complaints with regards to how we process data. If you then remain dissatisfied with the response received, or during the absence of the DPO, you have the right to seek advice from the ICO at the following website:

<https://ico.org.uk/>

Violations

If violations of this privacy policy occurs, it will be investigated, reported to our Data Protection Officer and all practicable remedial actions undertaken and policies reviewed and updated as necessary. Any breaches made by employees will be treated as misconduct and will be dealt with alongside SP Project's Disciplinary Policy.

Contacting the Data Protection Officer

Our Data Protection Officer is Simon Hughes, he can be contacted via telephone on 01352 700 228, via email at simon.hughes@sp-projects.com or in writing to:

Simon Hughes
Data Protection Officer
SP Projects Limited
Unit 16
Mold Business Park
Wrexham Road
Mold
CH7 1XP

The person with overall responsibility for the policy and its implementation is David Parry

Signed



Director of SP Projects Ltd.

Date: 25th May 2018