

# CBS Precast Ltd Privacy Policy

To clarify the CBS Precast Ltd policy regarding any personal data that CBS collects. This can include information from customers, suppliers and/or members of staff.

## Background

CBS takes privacy seriously. The following principles underpin the CBS approach to respecting your privacy:

1. CBS value the trust that you place by giving us personal data. CBS will only use this information in a way that is fair and worthy of that trust.
2. CBS will provide clear information about how personal data is used.
3. CBS shall be transparent about what information is collected, what is done with it, with whom it is shared and who you should contact if you have any concerns.
4. CBS will take all reasonable steps to protect your information from misuse and keep it secure.
5. CBS will comply with all applicable data protection laws and regulations and will co-operate with data protection authorities.
6. Personal data is held and processed on the lawful basis that such action is in the **Legitimate Interest** of CBS Precast Ltd enabling us to act as both supplier, customer and employer.

## What kind of personal data does CBS process?

- Personal employee and Supplier/Customer contact details, such as title, full name, bank details and contact details.
- Company details such as office and/or site addresses, telephone numbers, email addresses.
- Date of birth, gender, home address, salary details if employed by CBS Precast Ltd.
- Records of your contact with us such as via the telephone, online or email.
- Information which we obtain from a Credit Reference Agency including public and shared credit history, financial situation and financial history for Customers and some Suppliers.

## Who to contact within CBS with concerns about personal information or its use?

CBS are not legally required to appoint a DPO and therefore have appointed a Data Protection Controller within its management team to co-ordinate any data issues. In the first instance contact should be made by telephone or email to the Director on [mail@cbsprecast.com](mailto:mail@cbsprecast.com)

## Does CBS Precast Ltd do any monitoring involving processing of personal information?

CBS may monitor where permitted by law. The information monitored may be shared for the purposes within the organization only (namely Directors, Sales & Marketing, Finance

Department, Contracts and HR Departments). Externally with any authorized Government body that requires the information held, e.g. HMRC.

#### How long does CBS retain personal information?

- For as long as we have reasonable business needs, such as managing our relationship with you and managing our operations.
- For as long as we provide and/or are provided with goods and/or services.
- Retention periods in line with legal and regulatory requirements or guidance.

#### What are your rights under data protection laws?

- The right to be informed about the processing of your personal information.
- The right to have your personal information corrected if it is inaccurate and completed if incomplete.
- The right to object to CBS processing your personal information.
- The right to restrict processing of your personal information.
- The right to have your personal information erased (i.e. the right to 'be forgotten').
- The right to request access to your personal information.
- The right to move, copy or transfer your personal information ('data portability').

#### Consent

Consent is required by CBS Precast Ltd to process all types of personal data, but it must be explicitly given.

By consenting to this Privacy Policy, you are giving CBS permission to process any personal data held specifically for the purposes identified in this policy.

#### Disclosure

CBS Precast Ltd will not pass on your personal information to third parties. Should you wish to have any information held on file removed, once completion of works or supply of goods has taken place, please advise in writing to CBS to the Data Protection Controller on [mail@cbsprecast.com](mailto:mail@cbsprecast.com).

28 May 2018