

# Oakland Construction Ltd Privacy Notice

## **Our Contact Details:**

Name: Oakland Construction Ltd

Address: The Old Bank, 88 High Street, Hanham, Bristol, BS15 3EJ

Telephone: 0117 947 6222

Email: [enquiries@oaklandconstruction.co.uk](mailto:enquiries@oaklandconstruction.co.uk)

## **What Type of Information we have**

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, name and contact details) of clients, staff, subcontractors and suppliers
- Payment details for suppliers and subcontractors
- CCTV (for out of hours site security)

## **How we get the information and why we have it**

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- To fulfil contracts
- To contact clients to arrange for works to be carried out.
- Procurement

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

- Your consent. You can remove your consent at any time. You can do this by contacting us:

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- We have a contractual obligation.
- We have a legal obligation.
- We have a vital interest.
- We need it to perform a public task.
- We have a legitimate interest.

## **What we do with the information we have**

We use the information that you have given us in order to:

- To fulfil contracts
- To contact clients or suppliers/subcontractors to arrange for works to be carried out.
- Make payment for goods/services received.

We do not share this information with other parties.

## **How we store your information**

Your information is securely stored in:

- Password protected files
- Construct Software System
- Sage Accountancy Software

We keep Personal identifiers, contacts and characteristics for 3 years. We will then dispose your information by deleting from all live systems and back up systems. We keep payment details until the end of contract/ termination of employment.

## **The Use of CCTV**

We use out of hours CCTV on site to ensure site security and to protect our equipment and materials. It is also used to ensure that unauthorised personnel do not enter site and compromise health and safety. 'CCTV In Operation' signs are displayed. Only motion detection is recorded, and an alarm is then raised. Footage is only stored if a genuine activation has taken place and there is suspected criminal activity. Then the CCTV footage will be passed to the police. This is the only time that CCTV footage/ data will be stored and shared.

## **Your data protection rights:**

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your information in certain circumstances.

Your right to object to processing - You have the right to object to the processing of your personal data in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

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if you wish to make a request.

**How to complain:**

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113