

**Company Name**

Hailsham Structures Ltd ('the Company')

**Company Contact Details**

Unit 1-5 Wentworth House, George Street, Hailsham, East Sussex BN27 1AD

Telephone – 01323 847545

Data Protection Officer – Alan Young [info@hailshamstructures.co.uk](mailto:info@hailshamstructures.co.uk)

**Document DP5A**

Privacy Notice (when personal data is obtained from the data subject)

**Topic**

Data protection

**Date**

1st April 2018

**Version**

Version 1

The Company is a structural steelwork and metalwork fabricator and erector. The Company must process personal data (including sensitive personal data) so that it can provide these services – in doing so, the Company acts as a data controller.

The Company must have a legal basis for processing any personal data.

**1. Collection and use of personal data****a. Purpose of processing and legal basis**

The Company will collect data (which may include sensitive personal data) and will process this for the purposes of providing a service. The legal bases we rely upon to offer these services to you are:

- [Consent]
- [Legitimate interest]
- [Legal obligation]
- [Contractual obligation]

**b. Legitimate interest**

Where the Company has relied on a legitimate interest to process your personal data our legitimate interests is/are as follows:

- For the purpose of processing data in order to provide relevant quotations and services

- We will not process or store sensitive personal data

## **2. Data retention**

The Company will retain your personal data only for as long as is necessary.

Where the Company has obtained your consent to process your personal data, we will do so in line with our retention policy . Upon expiry of that period the Company will seek further consent from you. Where consent is not granted the Company will cease to process your personal data.

## **3. Your rights**

Please be aware that you have the following data protection rights:

- The right to be informed about the personal data the Company processes on you;
- The right of access to the personal data the Company processes on you;
- The right to rectification of your personal data;
- The right to erasure of your personal data in certain circumstances;
- The right to restrict processing of your personal data;
- The right to data portability in certain circumstances;
- The right to object to the processing of your personal data that was based on a public or legitimate interest;
- The right to withdraw consent at any time.

Where you have consented to the Company processing your personal data you have the right to withdraw that consent at any time by contacting Alan Young ([info@hailshamstructures.co.uk](mailto:info@hailshamstructures.co.uk))

## **4. Complaints or queries**

If you wish to complain about this privacy notice or any of the procedures set out in it please contact: Alan Young ([info@hailshamstructures.co.uk](mailto:info@hailshamstructures.co.uk)) 01323 847545

You also have the right to raise concerns with Information Commissioner's Office on 0303 123 1113 or at <https://ico.org.uk/concerns/>, or any other relevant supervisory authority should your personal data be processed outside of the UK, if you believe that your data protection rights have not been adhered to.