

General Information

Protecting any and all Personal Data collected or provided to us pursuant to our services and through this website (the “Website”) is very important to us.

This Privacy Notice explains how we handle Personal Data with respect to the data protection laws within England and Wales.

Any personal information you choose to share with us on the Website will be used, stored and processed in accordance with this Privacy Notice.

If you do not agree with this Privacy Notice in relation to your use of the Website, please log off and clear your browser of any cookies which may have been placed in your browser by our site in the interim.

Who we are:

Company Name:	Munnings Construction Limited
Company Number:	10122736
A registered company in:	England and Wales
With its registered address at:	Unit D10 Pinetree Business Park, Salhouse Road, Norwich, NR7 9BB
Referred to as “Munnings Construction”	

For the purposes of the Data Protection Act 2018 and any other applicable data protection and privacy laws and regulations (“Data Protection Legislation”), Munnings Construction will be the ‘data controller’ for all personal information that we determine the means and purpose of processing.

By “Personal Data” we refer to information collected or held by Munnings Construction, that identifies and relates to you as an individual.

Information we may collect

We may collect, process and store the following kinds of Personal Data, and we may also collect certain types of anonymous statistical data. Sometimes we may need to ask for your explicit consent to collect personal data and when this is required we will make that request clear.

This might include the following:

- **personal information** to enable us to provide our goods and services to you. This will often include your name, address, email and preferred contact details. We require address details to enable delivery for our customers. We may also need to financial details to enable us to invoice you for our services.
- **professional information** is collected when you apply for a role within Munnings Construction or become one of our employees, suppliers or contractors. This includes your CV, job history, skills and experiences, qualifications, training certificates, professional memberships, work place performance, DBS information and other information we may need to service the terms of your employment or service contract such as absence records, medical or health information and next of kin details. We also require bank details to enable us to process your payments.
- **technical information** about the type of computer you are using and about your visits to, and use of, the Website. This is anonymous data such as your computer’s IP address, geographical location, browser type, referral source, length of visit and the number and type of pages viewed. This is anonymous statistical data and it cannot identify a specific person if or when it is collected;
- **information that you provide to us** through the Website contact form, email, telephone or otherwise. This information may include your name, email address, telephone number, payment details and postal address; and
- **any other information** that you choose to provide us during our interactions. We will only keep Personal Data pertinent to providing you with our services or fulfilling the contract between us.

If you fail to provide us with Personal Data

You always reserve the right to withhold your Personal Data, but this may affect how we provide our services.

Where we need to collect Personal Data by law, or under the terms of a contract we have with you and you fail to provide that data when requested, we may not be able to perform the contract we have or are trying to enter into with you. In this case, we may have to cancel a service you have with us but we will notify you if this is the case at the time.

What do we do with the information we collect?

We may use your Personal Data for a number of purposes including:

- providing our goods and services;
- managing and recruiting employees;
- promoting our services to prospective clients;
- facilitating the terms and conditions of our contracts with employees, suppliers and contractors;
- ensuring eligibility to work in the UK;
- administering and improving the Website;
- improve your browsing experience by personalising the Website;
- send information to you about our services, statements and or invoices, and collect payments from you;
- send you non-marketing communications e.g. updates about the status of your purchase or relating to your enquiry;
- contact you via email, phone and or post with information you have knowingly requested or that we think you may want to know or need to know e.g. for business or legal reasons;
- provide third parties (e.g. Google) with statistical information about our Website visitors. This information will not identify any specific individual; and
- deal with enquiries and complaints made by or about you relating to our services or the Website.

Where we have your permission to do so, we may also use the information collected to:

- provide you with information about our services that we offer via promotional communications; and
- keep you up to date with features on the Website,

however, you can opt-out of any of these data uses at any time by marketing@munningsconstruction.co.uk

Data retention

We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

Legal basis of processing

We will only process your information for as long as we have a relevant legal basis to do so. This is usually in order to provide you with the contractual services you have requested from Munnings Construction or if you have provided us with adequate consent to process your information for other purposes.

We may use the legal basis of legitimate interests to process your information but this will always be after a careful consideration to ensure that the processing is balanced and reasonable. If we choose to process your information under the legal basis of legitimate interests, we will always inform you of our legitimate business interest and your right to object.

Any sensitive personal data processed under the terms of an employment or service contract with Munnings Construction is done so under a necessity for Munnings Construction to perform or exercise its obligations or rights imposed or conferred by law. Any such processing will be under the governance of an appropriate policy.

We may also be required to process your personal information under a legal or regulatory obligation.

We will only use your personal data for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If you wish to get an explanation as to how the processing for the new purpose is compatible with the original purpose, please contact us at marketing@munningsconstruction.co.uk.

Data security

We have taken reasonable technical and procedural precautions to prevent the loss, misuse or inadvertent alteration of your personal data. We will store all the personal data you provide in secure servers or systems.

However, we cannot guarantee the security of any data you choose to send to us over the internet and if you choose to send such information to us via the internet, you do so at your own risk. The Website does however use an SSL certificate to help ensure that any information sent to us through it, is more secure than it otherwise would be.

If you look in the address bar of your browser, when visiting our site, you will see the letters https. The S stands for secure and means that information sent to us through our site is sent to us through an encrypted channel.

We are committed to ensuring that your information is secure and we have procedures in place to try and prevent any unauthorised access or disclosures and to safeguard and keep secure the information that we collect online.

All the Personal Data collected by us and stored electronically is held on a secure server in the EU only. Where required, this information is encrypted for additional security. We enforce physical access controls to our buildings and files, and we authorise access to Personal Data only for those employees who require it to fulfil their job responsibilities.

Transfer of data outside of the EU

We shall not transfer any personal data to any country outside of the European Union unless we ensure that such personal data is subject to an adequate level of protection and appropriate legal safeguards in accordance with Data Protection Legislation.

Sharing your information with others

We never sell your personal data to any third party. We only share your data with third parties where it is required to do so by law and or to deliver the information and or services you have requested from us. This would also only be done with respect to the applicable Data Protection Legislation.

We may be required to provide staff, supplier or contractor information to clients, where relevant, to ensure we meet our requirements to disclose the presence of DBS checks and relevant qualifications to undertake our services.

In addition to the disclosures reasonably necessary for the purposes identified elsewhere in this Privacy Notice, we may disclose information about you:

- to carefully selected sub-processors to help us collect, store or manage your information. This will always be managed under the terms of a written data processing agreement;
- to the extent that we are required to do so by the applicable Data Protection Legislation;
- in connection with any legal proceedings or prospective legal proceedings;
- in order to establish, exercise or defend our legal rights (including providing information to others for the purposes of fraud prevention and reducing credit risk); and
- to the purchaser (or prospective purchaser) of any business or asset which we are (or are contemplating) selling. We process your personal information for this purpose because we have a legitimate interest to ensure our business can be continued by the buyer. If you object to our use of your personal information in this way, the relevant seller or buyer of our business may not be able to provide services to you.

Access to your Personal Data

You have rights in relation to any Personal Data that we hold about you. If you wish to access your Personal Data you may make a formal subject access request by contacting Munnings Construction.

The information you request must relate to you or another person that you have authority to act on their behalf. Munnings Construction will require a confirmation of your ID prior to providing any information about the data we hold. If you are unable to provide sufficient information to prove your ID, Munnings Construction reserves the right to refuse your request for access to Personal Data. The rights you have in relation to the Personal Data we hold regarding you are:

- the right to rectify any inaccuracies in the information we hold;
- the right to erasure of information in specific circumstances;
- the right to request transfer of your information to another controller; and
- the right to object to processing in certain circumstances.

If you have provided us with consent to process your information, you always reserve the right to withdraw this consent via the method detailed in the paragraph below. We are committed to ensuring that your wishes are respected and upon notification that you wish to withdraw your consent, Munnings Construction will immediately cease processing the information in question.

Please send your request to Munnings Construction by contacting us at marketing@munningsconstruction.co.uk. We try to respond to all legitimate requests within one month. Occasionally it may take us longer than a month if your request is particularly complex or you have made a number of requests. In this case, we will notify you and keep you updated.

Changes to this Privacy Notice

We may change this Privacy Notice at any time to ensure it always accurately reflects the way we collect, use and safeguard your Personal Data.

Please check this notice from time to time to ensure you are aware of any updates we may have made to our Personal Data handling practices. The date of the changes will be listed in the 'Last updated' section below. We will endeavour to notify all of our current clients of any updates to this notice via email and we will post the relevant announcement on the Website homepage.

We recommend that you print a copy of this page for your reference.

Cookies

We use cookies on the Website to help us understand how the Website is being used and to develop it with a view to providing our Website visitors with a better experience. A cookie is a computer file that is sent by a web server to a web browser when someone logs onto a website. Cookies are stored by the Website visitor's browser – e.g. Chrome, Internet Explorer, Safari – until they automatically expire or until they are deleted by the Website visitor.

The information collected by the cookies is sent back to the web server each time the browser requests a page from the server. This enables the web server to identify and track how the web browser is using the Website.

The cookies we use allow us to understand things such as which pages a visitor views, for how long and how a visitor came to the Website (from which source e.g. Google, Twitter, Facebook). They cannot identify a specific person's identity. They only collect anonymous data about how a person is using the Website.

If you are concerned about allowing cookies to be stored on your browser, even temporarily, most browsers now recognise when a cookie is offered and will permit you to refuse or accept them.

You can, by default, set your browser to permanently block cookies from any website from being placed on your browser, but doing this may cause some functionality to be lost and the Website may not look as intended in your browser.

You can find out more about how to control cookies in some of the most popular browsers here:

- [Internet Explorer](#)
- [Google Chrome](#)
- [Firefox](#)
- [Safari](#)
- [Opera](#)
- [Microsoft Edge](#)

You might also wish to visit the [Information Commissioner's website](#) to find out more about cookies.

Google Analytics

We use [Google Analytics](#) to help us understand how the Website is being used so that we can improve how it functions and our services. Google Analytics generates statistical and other information about how websites are used by using cookies.

Google may store this anonymous data in its servers in multiple locations across the world. You can find their privacy policy and more detail about the information they collect on their website here www.google.com/privacypolicy.html.

Linking to Third-Party Websites

From time to time, we may publish a link on the Website to a third-party website, perhaps to provide you with access to additional information or some other resource. We are not responsible, or liable, for the management, content or security of those third-party sites. As such, we would actively encourage visitors to review any such site's privacy policy before disclosing any Personal Data.

Information regarding children

We do not intentionally market our services or collect information via this website from data subjects under the age of 13. We do not collect information regarding children for the provision of our services and will erase any data collected if informed by the parent or legal guardian of a child whose data we have erroneously collected.

How can you make a complaint?

Please note that if you are not satisfied with the processing of your personal data as set out in this Privacy Notice, please contact us at marketing@munningsconstruction.co.uk.

You have the right to issue a complaint directly with the Information Commissioners Office, the data protection supervisory authority for England and Wales (<https://ico.org.uk/concerns/>).

Contacting us

Please contact us at marketing@munningsconstruction.co.uk if you have any questions, comments or requests regarding this Privacy Notice.

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