

## **Privacy Policy**

At Bond Construction we take your privacy seriously and this privacy statement explains what personal data or information we collect from you and from people who visit our website and how we use it. We would encourage you to read the information below.

### **Who are we?**

Bond Construction is a registered company (04342109) and our registered office address is: The Courtyard, Shoreham Road, Upper Beeding, Steyning, West Sussex, BN44 3TN

### **What personal data or information do we collect?**

We may collect personal data about clients, prospective clients, our current and former employees, and suppliers. The personal information we collect may include your name, address and e-mail address.

### **How do we collect data or information from you?**

We collect personal information about you when you:

- Make an enquiry via our website or via the telephone
- Work for or with the business
- Become a client and work with us
- Exchange business cards with a member of the business

### **How is your information used?**

We collect your personal data or information to operate the business effectively and provide you with a high-quality service. We may use your information:

- To answer enquiries that you make prior to any agreement or contract.
- To fulfil our obligations as an employer
- To provide benefits to you as an employee
- To work with you as a supplier to our business
- To maintain security of our office and IT infrastructure
- To invoice you, and to track payments you make or payments made to you

We believe that all these purposes are justified on the basis of our legitimate interests in running the business, our contractual requirements to deliver the agreed services, and our legal obligations, both as a business and responsible employer. If you would like to know more, please read below:

### **Clients / Prospective clients**

As a client, we will hold the following information about you:

- Name and contact information.
- Information, photographs, videos and documents relating to the service we are providing, including communications with you.

- Billing and payment information.

We use Microsoft 365 for e-mail and document storage. We may sometimes use Dropbox or WeTransfer to send a large files to you or a supplier for your project.

We use Sage to manage billing and payment for our services.

We will retain your details for the duration of our relationship with you, then for 10 years after. We will retain financial records for 6 years, following the end of the current financial year.

### **Suppliers**

When you work with the business as a supplier, we may hold the following information about you:

- Name and business contact information.
- Information relating to your qualifications, insurances and experience
- Information and documents relating to the services or products you offer, including our communications with you.
- Financial information

We store your information in our Microsoft 365 cloud service. We may also hold paper copies of your information stored in at our Office. Communications with you will be stored in our email system, which we use Microsoft 365 to manage. We will store your financial information in Sage.

## **Your Information and rights**

### **Who has access to your information?**

We do not sell or rent your personal data or information to any third party or share your information with third parties for their own marketing purposes.

We will disclose your data or information if required by law, for example by a court order or for the prevention of fraud or other crime.

We may pass your information on to third party service providers, agents or subcontractors for the purposes of completing a task or providing services to you on our behalf. However, we disclose only the personal information necessary to deliver that service and have a contract in place that requires them to keep your information secure and not to use it for other purposes.

You have certain rights over the processing of your personal information by Bond Construction. These are:

- The right to be informed, which is what this privacy policy is for
- The right to access the data we hold about you
- The right to object to direct marketing (we don't take part in any direct marketing or share/sell your data for these purposes)

- The right to object to processing carried out on the basis of legitimate interests
- The right to erasure (in some circumstances)
- The right to data portability
- The right to have your data rectified if it is inaccurate
- The right to have your data restricted or blocked from processing

### **How you can update your information**

The accuracy of your information is important to us. If you change your contact details or if you want to update any of the information we hold on you, please e-mail us at:

[mail@bondconstructionservices.co.uk](mailto:mail@bondconstructionservices.co.uk)

### **How you can access your personal information**

You have the right to ask for a copy of the personal information Bond Construction hold relating to you. To do this please contact [mail@bondconstructionservices.co.uk](mailto:mail@bondconstructionservices.co.uk)

You also have the right to lodge a complaint about our processing of your personal data with the UK's [Information Commissioner's Office](#)

### **Keeping your data secure**

When you give us personal information we take steps to ensure that it's treated securely and strive to protect it on our internal systems.

Bond Construction data is primarily stored on Microsoft 365.

People who can access Bond Construction services and data:

- Bond employees, appointed and vetted by Bond
- Our accountants TC Group have access to any Sage data, to be used solely for the purposes of providing accountancy services for Bond Construction.

### **Our Cookie Policy**

Our website uses a content management system to allow us to update content and images. Our site is hosted by Rackspace in London and uses Cloudflare to provide a secure barrier that provides complete DDoS protection. Our hosting is run by a company called Kovalent who manage the servers and their operation.

Our website works better with cookies enabled. Our cookies don't give us, or anyone else, access to your personal data. We advise you to keep cookies enabled. However, you can choose to reject cookies. There are instructions on [how to delete cookies](http://www.aboutcookies.org.uk/managing-cookies) (<http://www.aboutcookies.org.uk/managing-cookies>) on the 'About Cookies' website.

For more information about how Maxx Design Ltd processes data, please view their [Privacy Policy](https://www.maxx-design.co.uk/privacy-policy) (<https://www.maxx-design.co.uk/privacy-policy>). For more information about how Cloudflare processes data please view their [Privacy Policy](https://www.cloudflare.com/security-policy/) (<https://www.cloudflare.com/security-policy/>).

