



Privacy Policy

This Privacy Policy sets out how Mitchellson uses and protects any information that you give Mitchellson when you use this website.

Mitchellson are committed to ensuring that your privacy is protected. Your privacy is important to us and we are committed to keeping your information secure and managing it in accordance with our legal responsibilities under applicable data protection laws.

It is important that you read this Statement carefully so that you are aware of how and why we are using your personal information and how we will treat it.

Mitchellson may amend this policy from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes. This policy was last updated on October 2019.

Mitchellson Companies

This Policy applies to all Mitchellson companies, including:

- Mitchellson Formwork and Civil Engineering Limited - a company incorporated in England and Wales with company number 02072364.
- Mitchellson Plant Hire Limited - a company incorporated in England and Wales with company number 02072365.
- Mitchellson Rail Limited - a company incorporated in England and Wales with company number 06459367.
- Bedford Precast Limited - a company incorporated in England and Wales with company number 10216412.

Data Controller

For the purpose of data protection laws, Mitchellson Formwork & Civil Engineering Limited are a data controller and are registered as a data controller within the Information Commissioner's Office under number ZA277001.

Mitchellson Plant Hire Limited are a data controller and are registered as a data controller within the Information Commissioner's Office under number ZA277004.

Mitchellson Rail Limited are a data controller and are registered as a data controller within the Information Commissioner's Office under number ZA578007.

Bedford Precast Limited are a data controller and are registered as a data controller within the Information Commissioner's Office under number ZA578014.

Our Contact Details

We have appointed a Data Protection Officer (DPO) who is responsible for overseeing questions in relation to this Privacy Policy. If you have any questions about this Privacy Policy please contact the DPO using the details set out below.

Email address: gdpr@mitchellson.co.uk

Postal address: Mitchellson House, Horton Trading Estate, Stanwell Road, Horton, SL3 9PF.

Telephone number: 01753 684 508

Personal data

Any information relating to an identifiable person who can be directly or indirectly identified in particular by reference to an identifier, such identifiers including name, location data or online identifier.



What type of information we have

We currently collect and process the following information:

- **Information you give us:** This is information about you that you give us directly. You may do this by filling in forms on our website or by corresponding with us by phone, email or otherwise. Information you send to us may be stored and processed by Mitchellson. This will include any emails or other electronic messages and any documents, photos or other files stored on or processed through our systems or devices and any other information to which you may provide to us. Please be aware that by entering information onto these systems you are sharing that information with Mitchellson.
- **Information we collect about you.** With regard to each of your visits to our site we may collect the following information:
 - Contact details - address, telephone number, mobile telephone number, email address.
 - Employment related information - job title, company, business contact information, CV and employment application.
 - Technical information, including the Internet protocol (IP) address used to connect your computer to the Internet and browser type and version,
 - Location - We may collect your location data through your IP address
 - Usage – includes information about how you use our website, products and services.
 - Other data which we may notify you of from time to time
- **Information we receive from other sources.** We may receive personal data about you from various third parties and public sources as set out below:
 - Technical data from Google Analytics
 - Identity and contact data from publicly available sources such as Companies House

How we get the information and why we have it

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

- (a) Your consent. You are able to remove your consent at any time. You can do this by contacting gdpr@mitchellson.co.uk
- (b) We have a contractual obligation.

(c) We have a legal obligation.

(d) We have a legitimate interest.

We will process your information in order to meet our contractual obligations to you, where we have a legitimate interest to do so, where we are permitted by law or to comply with applicable laws and regulations.

We will process your personal data for the following reasons based on our legitimate interest to:

- Understand your needs and provide you with a better service
- Supply and improve our products and services.
- Periodically send our newsletter using the email address provided when you subscribed to our mailing list.
- Sending promotional emails about new products, special offers or other information which we think you may find interesting
- From time to time, we may also use your information to contact you for market research purposes. We may contact you by email, phone, fax or mail. We may use the information to customise the website according to your interests.

We will process your personal data based on performance of our contract with you, or in order to take steps at your request to enter into a contract with you when applying for a job vacancy advertised on our website; or In performing our obligations under our contract to which you are a party.



We will process your personal data for the following reasons pursuant to our legal obligations:

- Under the Data Protection Legislation
- Health and Safety Legislation
- If we are obliged to disclose information by reason of any law, regulation or court order and;
- Any other legal obligations placed on us from time to time.

What we do with the information we have

Where necessary or required, we may share your information with

- Suppliers
- Sub-contractors
- HMRC
- Recruitment agencies
- Insurers
- Professional indemnity insurers
- Third parties

We require all third parties to respect the security of your personal data and to treat it in accordance with the law. We do not allow our third-party service providers to use your personal data for their own purposes and only permit them to process your personal data for specified purposes and in accordance with our instructions.

How we store your information

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

To determine the appropriate retention period for your personal information, we consider the amount, nature, and sensitivity of the personal information, 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.

In some circumstances you can ask us to delete your data. Please see further information within your Data Protection Rights section below.

In some circumstances we may anonymise your personal information (so that it can no longer be associated with you) for research or statistical purposes in which case we may use this information indefinitely without further notice to you.

Opting out

You can ask us or third parties to stop sending you marketing messages at any time by contacting us at the email address gdpr@mitchellson.co.uk at any time.

Data Security

We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal data to those employees, agents, contractors and other third parties who have a business need to know. They will only process your personal data on our instructions and they are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected personal data breach and will notify you and any applicable regulator of a breach where we are legally required to do so.

Transfer of data outside the European Economic Area

Your personal data will be processed in the UK only.

Cookies

We use a technology called "cookies" as part of our normal business procedure to track patterns of behaviour of visitors to the Website. A cookie is an element of data that the Website sends to your browser that is then stored on your system. You can set your browser to prevent this happening. Any information collected in this way can be used to identify you unless you change your browser settings.

This website also uses Google Analytics cookies to help analyse how users use the website.



Please see our cookies policy www.mitchellson.co.uk/cookie-policy for further details.

Your data protection rights

Under data protection law, you have the following rights:

- **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. Please note we may need to verify the accuracy of any new details you provide.
- **Your right to erasure** - You have the right to require we erase your personal data where one of the following grounds applies:
 - a) Your personal data is no longer necessary in relation to the purposes for which it was collected or otherwise processed;
 - b) Your personal data is based on your consent and you have subsequently withdrawn your consent and there is no other legal ground we can use to process your personal data;
 - c) you object to the processing in your personal data and we have no overriding legitimate interest for our processing;
 - d) the personal data have been unlawfully processed; and
 - e) the erasure is required for compliance with a law to which we are subject.
- **Your right to restriction of processing** - You have the right to restrict our processing of your personal data where:
 - a) the accuracy of the personal data is being contested by you;
 - b) the processing by us of your personal data is unlawful, but you do not want the relevant personal data erased;
 - c) we no longer need to process your personal data for the agreed purposes, but you want to preserve your personal data for the establishment, exercise or defence of legal claims; or
 - d) we are processing your data on the basis of our legitimate interest and you:
 - i. object to our processing on the basis of our legitimate interest under section 7 above; and
 - ii. want processing of the relevant personal data to be restricted until it can be determined whether our legitimate interest overrides their legitimate interest.

Where any exercise by you of your right to restriction determines that our processing of particular personal data are to be restricted, we will then only process the relevant personal data in accordance with your consent and, in addition, for storage purposes and for the purpose of legal claims.

- **Your right to object to processing** - You have the 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. However, we may charge a reasonable fee if your request is clearly unfounded, repetitive or excessive. Alternatively, we could refuse to comply with your request in these circumstances. If you make a request, we have one month to respond to you.

Please contact us by using the contact details above if you wish to make a request.

Complaints process

If you have a complaint about how we have handled your personal information you may contact us using the contact details above and we will investigate your complaint.

You also have the right to complain to the Information Commissioner's Office the supervisory authority for data protection issues in England and Wales. Their contact details are:

The ICO's address:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113

Website: <https://ico.org.uk/>

Changes to our Privacy Policy

This policy may be updated from time to time. Please check this page on our website for any changes.

What we ask of you

Keeping your information accurate and up to date. If your information changes for any reason, for example if you change your name, address, then you should inform us of the change as soon as possible so that we can ensure your information is kept accurate and up to date.

C M Mitchell

Joint Managing Directors

M L Masterson