

## PRIVACY POLICY

J Coffey Construction Group is committed to protecting and maintaining your privacy. We comply with data protection laws that are applicable in respect of data processing within the UK. J Coffey Construction Group determines the purposes and the manner in which personal data is processed.

This privacy notice sets out how we collect, use and protect your personal information and your rights in relation to your information.

### WHEN WE MAY COLLECT INFORMATION FROM YOU

- Customer contract
- Supplier contract
- Subcontractor contract
- Potential employee submitting CV
- A submission via our website

### INFORMATION WE MAY COLLECT FROM YOU

To facilitate your interest in J Coffey Construction Group, we may collect and process the following data about you:

- Personal data only when you actively enquire about our products: Name, place of work, position
- Contact information including email address
- Postal address
- Bank account details
- Your interests and motives regarding the technology
- Your computer IP address
- The method in which you found our website
- Various information stored in third party cookies

The information that is processed about you is dependent on the purpose and channel of your enquiry. This includes:

- enquiries for more information about J Coffey Construction Group
- job applications
- information provided through our mobile applications

### HOW WE WILL USE YOUR INFORMATION

We will use the information held about you for the purposes for which it was provided to us as stated at the point of collection (or as may be obvious in the context of collection). Your personal data will be used by us in the following ways:

- To respond to your enquiries
- To send you information you have requested
- Customer credit checks
- To fulfil your contract with a member of the J Coffey Construction Group
- To improve our business and the service and/or products we provide
- To facilitate any interest in a career at J Coffey Construction Group

We do not collect or compile personal data for release or sale to outside parties for consumer marketing purposes or host mailings on behalf of third parties.

We must have a legal reason to process your personal information. Your information will be used to complete contracts or will be processed to meet our legitimate interest to facilitate your interest in our business and keep you up to date on relevant products and services where necessary. In those few cases where your consent is required, this will be communicated to you at the point of collection.

## INFORMATION STORAGE AND RETENTION

We have in place security measures to protect the security of your personal information and keep it confidential. We review these measures regularly to make sure they remain appropriate. We cannot guarantee the security of any third-party application you may use to transmit your data (for example, internet browsers).

Where personal information is to be transferred outside the UK we will take all reasonable steps to ensure that there are appropriate safeguards to protect the information, especially relevant to employees and sub-contractors undertaking work on our behalf outside the UK. When we collect and process your data, we will only keep it for as long as necessary for the purpose it was collected. When deciding how long to keep your personal information after our relationship with you has ended, we take into account our legal, regulatory and professional obligations.

## DISCLOSURE OF YOUR INFORMATION

We may disclose your personal data to any member of our group who need access to that information to assist you with the purpose of your enquiry. Please note, once of our group companies is based in Ireland.

We may also disclose your personal data to third parties:

- that are engaged by us to provide services to us, in which case we will require those parties to keep that information confidential and secure and to use it solely for the purpose of providing the specified services to us;
- if we or substantially all of our assets are acquired by a third party, in which case personal data held by our site will be one of the transferred assets;
- if we are under a duty to disclose or share your personal data to regulatory or law enforcement agencies.

## LINKS TO OTHER SITES

Our site and apps may, from time to time, contain links to other websites, mainly those of our partners and clients, but also those of other third parties. Please note that these websites have their own privacy policies and that we do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data to these websites.

## YOUR RIGHTS

You have rights regarding your personal information, including the right to access, correct, delete, restrict or object to our use of it. We would encourage you to inform us if the information we hold about you is no longer accurate. We may need extra information from you to deal with any request. If you would like to discuss or exercise these rights, please contact us at [info@jcoffey.co.uk](mailto:info@jcoffey.co.uk). If you do not want us to process your data, then we may not be able to facilitate your interest in our business.

In the event that you have cause for complaint please contact us and we will follow up with you to resolve this. If you have a data privacy related complaint, you also have the option to direct your complaint to the Information Commissioner's Office (ICO).

## COOKIES

Cookies are ways of saving a small amount of information. They are automatically downloaded to your device when you visit a website. Our site uses cookies to distinguish you from other users of our website. This helps us to provide you with a good experience when you browse our website and also allows us to improve our site. For detailed information on the cookies we use and the purposes for which we use them see our Cookie policy.

## CHANGES TO OUR PRIVACY POLICY

We keep our privacy policy under regular review. This policy was last amended in May 2018. Please check back frequently to see any updates or changes to our privacy policy.

## HOW TO CONTACT US

Questions, comments and requests regarding this privacy policy are welcomed and should be addressed to [info@jcoffey.co.uk](mailto:info@jcoffey.co.uk).

### **J Coffey Construction Group**

#### **Registered Office**

93-95 Greenford Road

Harrow

HA13QF

This policy is under regular review. This policy was last amended on 4 June 2018.