

Website Privacy Notice

How we use your information

Parrott Construction Ltd respect your privacy and are committed to managing and safeguarding the information you provide to us.

Purpose of this Privacy Notice

The purpose of this privacy notice is to inform you as to how we look after your personal data when you visit our website and tell you about your privacy rights and how the law protects you. This privacy notice aims to provide you with specific information on how we collect and process your personal data through the use of our website.

It is important that you read this privacy notice to ensure that you are fully aware of how and why we collect and use your data.

Controller

Parrott Construction Ltd is the Data Controller

If you would like any further information regarding the use of your personal data, please contact us at Parrott Construction Ltd, 1 Singer Way, Woburn Road Industrial Estate, Kempston, Bedfordshire MK42 7AW.

You have the right to make a complaint to the Information Commissioner's Office (ICO) which is the UK supervisory authority for data protection issues if you feel your data has been mis-used.

Your Rights

Under the General Data Protection Regulations you have rights as an individual which you can exercise in relation to the information we hold about you.

- Right of access
- Right to rectification
- Right to be forgotten
- Right to restriction
- Right to be informed
- Right of portability
- Right to object

If you wish to exercise any of the rights set out above, please put your request in writing to Parrott Construction Ltd, 1 Singer Way, Woburn Road Industrial Estate, Kempston, Bedfordshire MK42 7AW

Access to Personal Information (Data Subject Access Requests)

The data subject has a right to be informed where data is being processed, a description of the data being held, purpose of the processing and the persons to whom the data may be disclosed. To make a request to find out about any personal information we may hold, please apply in writing to Parrott Construction Ltd, 1 Singer Way, Woburn Road Industrial Estate, Kempston, Bedfordshire MK42 7AW.

Disclosure of Personal Information

We will only share personal information for the stated reasons in this Privacy Notice or in line with the data protection laws.

Data Security

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a legitimate business interest.

Employment Opportunities

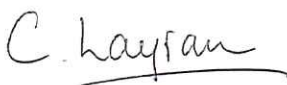
Personal information provided via the website as part of the recruitment and selection process will only be used for the purpose of processing your application or to fulfil legal or regulatory requirements if necessary. This may include; CV, covering letter, which includes your name, address, telephone number, email address, date of birth, employment history, qualifications, gender, health information/medical conditions etc. This information will not be shared with any third parties without your explicit consent for example to carry out reference checks.

Successful candidate information will be retained in a secure folder as part of an employment file for the duration of employment plus a period of 6 years following the end of employment.

Unsuccessful candidate information will be retained in a secure folder for a period of 6 months from date of application.

'Contact Us' Website Form

Personal information provided by you on our Website Contact form will only be used for legitimate interests. Your information will not be shared with third parties for marketing purposes, however may be shared with third parties for the purpose of your enquiry only.



Chris Layram
Managing Director

15th May 2018