

Gable Group

PRIVACY POLICY

PURPOSE OF THIS NOTICE

This notice describes how we collect and use personal data about you, in accordance with the General Data Protection Regulation (GDPR), the Data Protection Act 1998 and any other national implementing laws, regulations and secondary legislation, as amended or updated from time to time, in the UK ('Data Protection Legislation').

Please read the following carefully to understand our practices regarding your data, it is important that you understand that the meaning of personal data, and how we will treat it.

ABOUT US

We,

| | |
|------------------------------|--------------------------------------|
| Gable UK Holdings Ltd | company registration number 1982302 |
| Gable Roofing & Cladding Ltd | company registration number 5718263 |
| Gable Fallsafe Ltd | company registration number 3971783 |
| Guttercare Ltd | company registration number 05788631 |

Who are registered @ 17-19 Station Rd, Hayling Island, Hants, PO11 0EA

For the purposes of the Data Legislation and this notice, we are the 'data controller' and the 'data processor'. This means that we are responsible for deciding how we hold and use data about you. We are required under the Data Protection Legislation to notify you of the information contained in this privacy notice.

We have appointed Peter Wilson as our Director in charge of Privacy and he is our point of contact and is responsible for assisting with enquiries in relation to this privacy notice and or our treatment of your data. Should you wish to contact him you can do so using the contact details noted at paragraph 12 (Contact us), below,

HOW WE MAY COLLECT YOUR DATA

We obtain data about you, for example, when

- CV's
- Your personal details form when starting employment
- obtaining Professional references
- P45, P46
- HMRC – coding notices
- Information regarding study and results of exams

THE KIND OF INFORMATION WE HOLD ABOUT YOU

The information we hold about you may include the following:-

- Your personal details (such as your name, address, Ni Number, Date of Birth, marital status)
- Our correspondence and communications with you
- personal details including emergency contact and their details i.e. phone numbers
- Professional references
- P45, P46
- HMRC – coding notices
- Signed Contract of employment
- Details of any disciplinary actions, whether verbal or written
- CV's

HOW WE USE DATA WE HOLD ABOUT YOU

We may process your data for purposes necessary for the performance in line with our legal obligations.

We may process your data for certain additional purposes with your consent and in these limited circumstances where your consent is required for the processing of your data then you have the right to withdraw your consent to processing for such a specific purpose.

SITUATIONS IN WHICH WE WILL USE YOUR DATA

We may use your data in order to:-

- Carry out duties as your employer
- Provide information to third parties

If you refuse to provide us with certain information when requested, we may not be able to perform the contract that we have entered into with you. Alternatively, we may be unable to comply with our legal or regulatory obligations.

We may also process your data without your knowledge or consent, in accordance with this notice, where we are legally required or permitted to do so.

DATA RETENTION

We will only retain your data for as long as necessary to fulfil the purposes for which it is collected.

When assessing what retention period is appropriate for your data, we take into consideration:-

- The requirements of our business and the services we offer to clients
- Any statutory or legal obligations
- The purposes for which we originally collected the data
- The lawful grounds on which we based our processing
- The amount and categories of your data, and
- Whether the purpose of the processing could reasonably be fulfilled by other means

CHANGE OF PURPOSE

Where we need to use your data for another reason, other than for the purpose for which we collected it, we will only use your data where that reason is compatible with the original purpose. In the unlikely event that we should need to do this, we will notify you and communicate the legal basis which allows us to do so before starting the new process.

DATA SHARING

We will share your data with third parties where are required to do so by law or by deadlines set by government agencies to administer the relationship between us

Third parties might also include:-

- HMRC
- Employer's Personal references
- Third parties (for example) Regulators or to otherwise comply with the law

All of our third party providers are required to take commercially reasonable and appropriate security measures to protect your data. We only permit our third party service providers to process your data for specified purposes and in accordance to our instructions.

We may also share your data with other third parties, for example in the context of the possible sale or restructuring of the business.

TRANFERRING PERSONAL DATA OUTSIDE THE EUROPEAN ECONOMIC AREA (EEA)

We will not transfer the data we collect about you outside the EEA.

DATA SECURITY

We have put in place commercially reasonable and appropriate security measures to prevent your 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 we employ and other third parties who have a business need to know. They will only process your data on our instructions and they are subject to a duty of confidentiality.

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

RIGHTS OF ACCESS, CORRECTION, ERASURE, AND RESTRICTION

Your duty to inform us of changes

It is important that the data we hold about you is accurate and current. Should this information change, please notify us of these changes of which we need to be made aware by contacting us, using the contact details below:-

Your rights in connection with personal data

Under certain circumstances, by law you have the right to:-

- Request access to your data. This enables you to receive details of the data we hold about you and to check that we are processing it lawfully.
- Request correction of the data that we hold about you.
- Request erasure of your data. This enables you to ask us to delete or remove data where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your data where you have exercised your right to object processing (see below).
- Object to processing of your data where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this basis.
- Request the restriction of processing of your data. This enables you to ask us to suspend the processing of data about you, example if you want us to establish its accuracy or the reason for processing it.
- Request the transfer of your data to you or another controller if the processing is based on consent, carried out by automated means and this is technically feasible.

If you want to exercise any of the above rights, please email: peter.wilson@gable.co.uk

We may need to request specific information from you to help u

s confirm your identity and ensure your right to access the information (or to exercise any of your rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

RIGHT TO WITHDRAW CONSENT

In the limited circumstances where you may have provided your consent to the collection, processing and transfer of your data for a specific reason, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please email peter.wilson@gable.co.uk

Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

CHANGES TO THIS NOTICE

Any changes we may make to our privacy notice in the future will be available to you as an update on our website :- gable@gable.co.uk

This privacy notice was last updated on the 30th May 2018.

CONTACT US

If you have any questions regarding this notice or if you would like to speak to us about the manner in which we process your data, please email peter.wilson@gable.co.uk our nominated person in charge of privacy.

You also have the right to make a complaint to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues, at any time. The ICO's contact details are as follows

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Telephone – 0303 123 1113 (local rate) or 01625 545 745
Website – <https://ico.org.uk/concerns>