

Privacy Policy

This Privacy Policy sets out how GMI Power Solutions Limited (the **Company**) uses, stores and protects any information that you give us whether through this website, over the phone, by email, in person or otherwise.

The Company is committed to ensuring that both your privacy is protected and that we remain compliant with all relevant data protection legislation, including the General Data Protection Regulation (EU) 2016/679.

We may change this Privacy Policy from time to time by updating this page. You should check this page intermittently to ensure that you are happy with any changes. This Privacy Policy is effective from 25 May 2018.

What personal information do we collect?

We routinely collect and process personal information relating to our customers, suppliers, sub-contractors and other third parties. This collection of data takes place when we contact you, you contact us and also if you are a visitor to our offices or sites.

Any personal information we collect will be used by us strictly in accordance with current data protection legislation and this Privacy Policy.

Examples of the data that we hold and the basis for holding are below:

Who?	What is held?	Basis for holding
Representatives of customers	Business contact details – names, addresses, job titles, email addresses and telephone numbers.	We hold this information in order to negotiate, tender and fulfil contracts.
Representatives of subcontractors and suppliers	Business contact details – names, addresses, job titles, email addresses and telephone numbers.	We hold this information in order to negotiate, tender and fulfil contracts.
Representatives of sub-contractors and suppliers – on site inductions.	Induction records – names, signatures, company names, telephone numbers, postcodes, car registrations, CSCS card details, emergency contact details and medical records.	We hold this information to ensure that only suitably qualified, inducted and trained persons are permitted onto sites and that our sites are suitable workspace environments. This ensures that we are compliant with relevant legislation, including the Health and Safety at Work etc Act 1974 and the Equality Act 2010.
Prospective employees and unsuccessful candidates	Contact details and other information usually found on a CV – names, addresses, email addresses, employment histories, qualifications and telephone numbers.	We hold this information in order to: (1) recruit new employees; and (2) contact unsuccessful candidates and invite them to apply for future vacancies.

Visitors to the website	IP address.	We use this information to analyse traffic to our website in order to enhance the website that we provide.
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Should we ask you to provide certain information by which you can be identified then you can be assured that it will only be used in accordance with this Privacy Policy.

Why do we collect this information?

This information is collected, stored and processed by us to pursue our legitimate interests in:

- a. fulfilling contracts with our customers.
- b. tendering, negotiating and fulfilling orders for the supply of goods and services with sub-contractors and suppliers.
- c. ensuring that our company practices are safe, secure and compliant with all necessary legislation. For example, we may take emergency contact information and CSCS card details to ensure that: (1) our sites are only accessed by known, trained and suitably inducted persons; (2) our sites are suitable work places for our employees and other site visitors; and (3) we have appropriate contact details in the case of an incident or emergency. These purposes assist us in complying with both the Health and Safety at Work etc Act 1974 and the Equality Act 2010.
- d. marketing and promoting our business, both generally and specifically in relation to ongoing and completed projects.

Where is the data stored and how long for?

We hold personal data in a variety of forms, which include paper records, electronically on cloud based systems, electronically on local servers and on company hardware.

We will hold the data for as long as we continue to have a legitimate interest to do so.

In most cases, this will be for a 13 year period to reflect the contractual liability period common in building projects (being 12 years post Practical Completion, plus a 1 year buffer).

Other information will be deleted much sooner. For example, personal data that we hold of unsuccessful candidates in recruitment drives will be retained for no longer than 12 months from the date of last contact with that person.

These timescales will be kept under review from time to time.

Your rights

You have a number of rights in relation to the personal data that we hold. These include:

1. The right to be informed;
2. The right of access (also known as a Subject Access Request);
3. The right to rectification;
4. The right to erasure;
5. The right to restrict processing;
6. The right to data portability;

7. The right to object; and
8. Rights in relation to automated decision making and profiling.

Further information on these rights can be found on the website of the Information Commissioner's Office at <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

If you are concerned that any of the information we hold on you is incorrect or if you wish to object to the use we have made of your personal data, please contact us by telephone or email to: info@gmipower.co.uk.