

DATA HANDLING AND PRIVACY POLICY

This data handling and privacy policy sets out how CWPM Consulting Ltd uses and protects any information that you give CWPM Consulting Ltd.

CWPM Consulting Ltd is committed to ensuring that your privacy is protected. 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 statement.

CWPM Consulting Ltd may change this policy from time to time. This policy is effective from 1st January 2018.

➤ What we collect

We may collect the following information:

- name and job title
- contact information including email address
- Location of works to be completed, including, but not limited to, site addresses, structural drawings, site records,

➤ What we do with the information we gather

We require this information to understand your needs and provide you with a better service, and in particular for the following reasons:

- Internal record keeping
- We may use the information to improve our products and services
- We may periodically send promotional emails about new products, special offers or other information which we think you may find interesting using the email address which you have provided.
- 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.

➤ Security and storage of information

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online. All information held by CWPM Consulting Ltd is stored within the UK on secure servers.

➤ Controlling your information

You may choose to restrict the collection or use of your information in the following ways:

- if you have previously agreed to us using your information for direct marketing purposes, you may change your mind at any time by writing to or emailing us at cwpm@cwpmconsulting.com
- erasure of all information we may hold about you (requests should be made in writing and either posted or emailed to us at cwpm@cwpmconsulting.com)

We will not sell, distribute, or lease your information to third parties unless we have your permission or are required by law to do so. We may use your information to send you promotional information about third parties which we think you may find interesting if you tell us that you wish this to happen.

You may request details of information which we hold about you under the General Data Protection Regulation and UK Data Protection Act 1998. If you would like a copy of the information held on you please send an email to cwpm@cwpmconsulting.com

If you believe that any information we are holding on you is incorrect or incomplete, please write to or email us as soon as possible at the above address. We will promptly correct any information found to be incorrect.

➔ **Data breaches**

Whilst we do our best to ensure all data is safely and securely stored, we understand that as technology develops with enhanced capabilities, information can be illegally hacked and stolen by criminals. In the event of a data breach incident, we will take the following actions:

- notify ICO of the date, type, and extent of the data breach incident
- notify the parties of the data, type, and extent of the data breach incident
- keep all relevant parties informed on the status of any investigations into the data breach incident