

Privacy Notice

This privacy notice outlines how R G Stones (Buildings) Ltd applies the data protection principles and rights afforded to individuals by the General Data Protection Regulation (GDPR), to the personal data that we process. R G Stones (Buildings) Ltd is committed to complying with the principles relating to the processing of personal data under GDPR

Who is collecting the information?

Trading name: R G Stones (Buildings) Ltd, The Sawmills, Weston Rhyn, Oswestry, Shropshire, SY10 7TG.
Tel: 01691 773391

Data Protection Officer/Point of Contact: Nigel Wright, Managing Director

What is our legal basis for processing personal information?

We process personal data on the basis of Legitimate Interest.

Legitimate interests for which we process data are as follows:

- To provide employment to individuals in return for payment or to provide work experience.
- To trade with clients, suppliers and subcontractors. Where clients, suppliers or subcontractors are individuals then some of the information that we process may be personal.
- To check that individuals working for us have not committed such criminal acts that indicate that they would be a risk to children or vulnerable individuals encountered at the premises in which the company operates.

What information is held and why is it needed?

The following information relating to employees may be held:

- Name, address, date of birth, national insurance number, contact details, wage and tax records and bank details in order to process wages and tax payments.
- Disciplinary records to assist in maintaining expected standards of employee conduct and maintaining employees' rights.
- Records of accidents and corresponding investigations to minimise the likelihood of recurrence.
- Training records to identify ongoing training needs and to demonstrate competence to clients, assessors/auditors and regulators.
- CRB/DBS check name, number, level of check and date to demonstrate to clients that workers have been vetted and approved to work on school sites. Note: Records of any convictions are issued directly to the employee by the checking provider and no copies are kept by R G Stones. E-mails notifying the company of whether or not individuals have convictions will be deleted once individuals have shown their paper copy to the Managing Director for vetting.
- Results of Display Screen Equipment assessments, health surveillance, respirator face fit testing, driving license checking, driver tachograph records and worker input suggestions to effectively manage health and safety and to demonstrate compliance to assessors/auditors and regulators where required to do so.
- Contracts of employment, emergency contact details and medical questionnaires to demonstrate the agreed terms of employment and to provide appropriate care in the event of an emergency.
- Details of clients, contractors and suppliers in order to facilitate communication and trade with them.

With whom might we share personal information?

Personal information might be shared as follows:

- Information relating to employment and the payment of wages may be shared with government agencies including Inland Revenue as well as with banks and pension providers.
- Training records may be shared with clients or with regulators including Health & Safety Executive.
- Personal details may be shared with training providers for the purpose of attending courses.
- CRB/DBS check register may be shared with clients.
- Health and safety information may be shared with clients, external health and safety assessors/auditors such as Chas or ISOQAR and Health & Safety Executive.
- Tachograph records may be shared with Driver and Vehicle Standards Agency.
- Details of clients, contractors and suppliers may be shared within the course of a particular project to enable trade to take place.

How will personal information be stored?

- Wages information will be stored securely, either electronically on a password protected computer or in a locked filing cabinet.
- Disciplinary records, health surveillance, accident book pages, medical questionnaires and contracts of employment, will be stored securely in a locked filing cabinet.
- Electronic records are copied onto a back-up device and stored securely off-site.
- Clients', contractors' and suppliers' bank details are stored electronically on a password protected computer.

Will personal information be transferred outside the UK?

Personal information will not be transferred outside the European Economic Area.

What rights do individuals have?

Individuals have the following rights:

- **The right to be informed** – R G Stones (Buildings) Ltd provides fair processing information by way of this Privacy Notice.
- **The right of access** – Individuals have a right to obtain confirmation about how we are processing their personal data and what data we hold about them. They can request to see the data or ask for a copy of it. A copy of data will be provided within one month unless there are exceptional reasons for not doing so.
- **The right of rectification** – If any information held is inaccurate or incomplete, individuals have the right to have that information corrected or completed. If other parties have been passed this information then where possible we will inform them of the rectification undertaken.
- **The right to erasure (also known as the “right to be forgotten”)** – Individuals have the right to have their personal data erased. We will delete or remove information on request if there is not a compelling reason for us to keep it, such as where required to under legislation.
- **The right to restrict processing** – Individuals have the right to “block” or suppress processing of information. This won't affect the processing already carried out but will stop further processing. When processing is restricted, R G Stones are permitted to store personal data but not to process it further. We can retain just enough information about you to ensure that the request is respected in the future.
- **The right to data portability** – Individuals have the right to be provided with their information in a machine-readable format to enable easy transfer between processors.
- **The right to object** – Individuals have the right to object at any time to processing based on legitimate interest of R G Stones (Buildings) Ltd when we act as data controller, or in the performance of a task in the public interest/exercising of official authority (such as a police investigation); direct marketing and processing for purposes of scientific/historical research and statistics.

- **Rights related to automatic decision making and profiling** – Where we use automated decision making that produces a legal effect, or similarly significant effect on you we will inform you how and when this will happen. As applicable where the decision is fully automated we will obtain your consent. No automatic decision making is currently undertaken.
- **The right to complain** – If you wish to discuss your personal data or lodge a concern about the way in which it is handled, please use any of the following details:
Nigel Wright – Managing Director
R G Stones (Buildings) Ltd, The Sawmills, Weston Rhyn, Oswestry, Shropshire, SY10 7TG.
Tel: 01691 773391
E-mail nigel.rgstones@btconnect.com
- **The right to complain to the Supervisory Authority** – If you are unhappy with our response, you have the right to complain to the Supervisory Authority:
Information Commissioner's Office (ICO), Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. Tel: 01625 545745
Website: ico.org.uk/concerns

Policy Approved by N Wright Managing Director Date 2/3/22