

# Privacy Policy



Atkinson Building Contractors Ltd and Atkinson Homes Ltd are committed to protecting and respecting privacy and complying with the UK General Data Protection Regulation (UK GDPR).

Atkinson Building Contractors Ltd and Atkinson Homes Ltd are separate legal entities, each acting as an independent data controller in respect of the personal data they collect and process. Where this policy refers to "we", "us" or "our", it refers to the relevant entity with which you have a relationship. Both entities share the same Managing Director as the designated data protection contact.

Our privacy policy explains how we retain the personal information collected from our employees, clients, suppliers, subcontractors, service providers and associates from whatever means and format it is obtained.

This policy describes how we collect and use your personal data, and the measures we take to protect it.

| Type of data                                                                                                                                                                                                                                                                                          | Purpose                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Legal basis                                                                                                                                                                                                                                                                                            |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Contact details, including; Name, address, telephone number, email address                                                                                                                                                                                                                            | <ul style="list-style-type: none"><li>• Employment personnel records;</li><li>• For the supply of services and fulfilment of contract;</li><li>• To respond to complaints or enquiries;</li><li>• To respond to and deal with Environmental, Health and Safety incidents;</li><li>• If the company / organisation you represent orders services and / or goods from us or if we order services and / or goods from the company / organisation you represent, we will be in contact with you to deal with any questions or complaints regarding such services and / or goods.</li></ul> | <ul style="list-style-type: none"><li>• HMRC legal requirements;</li><li>• Performance of contract;</li><li>• In compliance with a legal obligation to deal with incidents;</li><li>• Legitimate interests in managing our relationship with you as a partner, supplier or client / customer</li></ul> |
| Employment and personal details / records including employment particulars, NI number, copy of Passport, Work Permit, Birth Cert., Driving Licence, CV, next of kin details, work related agreements and declarations, working time etc., P45, Pension details, performance reviews and meetings etc. | <ul style="list-style-type: none"><li>• General employment purposes</li><li>• Eligibility to Work in the UK</li><li>• Eligibility to Drive</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                   | <ul style="list-style-type: none"><li>• Employment law requirements</li></ul>                                                                                                                                                                                                                          |
| Training and competence records and certificates                                                                                                                                                                                                                                                      | <ul style="list-style-type: none"><li>• Proof of training and competence</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <ul style="list-style-type: none"><li>• Health &amp; Safety Regulations</li></ul>                                                                                                                                                                                                                      |
| Accounting and <i>Payroll details</i> i.e. bank and tax details / records                                                                                                                                                                                                                             | <ul style="list-style-type: none"><li>• Payment of wages</li><li>• To process data in connection with invoicing, anti-fraud purposes and fulfilment of contract</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                              | <ul style="list-style-type: none"><li>• Performance of contract;</li><li>• Legitimate interests in managing our relationship with you as a partner, supplier or client / customer</li></ul>                                                                                                            |
| Company registration number and unique tax reference number where applicable, or a sole trader's National Insurance number, (instead of a company registration number)                                                                                                                                | <ul style="list-style-type: none"><li>• For the supply of services and fulfilment of contract</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <ul style="list-style-type: none"><li>• For the purposes of setting up the business relationship;</li><li>• Performance of contract;</li><li>• Legitimate interests in managing our relationship with you as a partner, supplier or client / customer</li></ul>                                        |

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| Type of data                                                                 | Purpose                                                                                                                                                                                                                                                         | Legal basis                                                                                                                                      |
|------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|
| Medical and health details, records, certificates and information / injuries | <ul style="list-style-type: none"><li>• Employee Health Surveillance</li><li>• Medical history</li><li>• Sickness and absence monitoring</li><li>• To respond to and deal with Health &amp; Safety incidents including reporting to regulatory bodies</li></ul> | <ul style="list-style-type: none"><li>• Health &amp; Safety Regulations</li></ul>                                                                |
| Photographic, audio or video recordings                                      | <ul style="list-style-type: none"><li>• Online/social media</li><li>• Presentations</li><li>• Courses</li><li>• News/press</li><li>• Media</li></ul>                                                                                                            | <ul style="list-style-type: none"><li>• Legal requirement to obtain permission of the subject</li><li>• Course attendance requirements</li></ul> |

In the event we were to process personal data for any other purpose than those specified above, we will inform you at the point of collecting the personal data and update the policy if applicable.

If we process personal data for any purpose which, according to applicable legislation, requires your consent, we will collect consent before commencing such processing.

## Keeping information private

Information will only be used for legitimate business purposes. We will not transmit information to other parties unless it is required to fulfil contracted works and for business purposes. All data disclosures will only be relevant to the particular requirements of the contract works. This information will be handled in accordance with the guidelines of the UK GDPR and will only be relevant to the requirements of providing services.

We may also have a requirement to disclose personal data to third parties, for example the police, HSE, HMRC, Building Authorities, NICEIC, GAS Safe and other public authorities and regulatory / governing bodies. However, we will never sell information to third parties and personal data will not be transferred outside of the UK or the EEA.

We also share personal data with subcontractors and labour providers as necessary to fulfil contracts and meet legal obligations. Where subcontractors or other third parties process personal data on our behalf, this requirement is included within our Subcontract Agreement, confirming they will handle data in accordance with applicable law.

We will hold digital and/or physical files on record as required in line with statutory limitation periods and the relevant contracts, which may be up to 40 years. These are stored on secure servers and in secure on-site archive store. This data is processed onto our systems and continuously backed up onto remote servers and third-party secure storage using the latest technology.

## Web browser cookies

We use cookies to ensure the best experience is received on our websites. If users continue without changing settings, users will be asked to consent to analytics and non-essential cookies before they are set. Essential cookies required for the website to function do not require consent.

Cookies are files stored in personal browsers and are used by most websites to help personalise the web experience. Some features on this site will not function if cookies are not allowed.

**Cookies Used:** \_\_\_ga These cookies allow us to count page visits and traffic sources so we can measure and improve the performance of our site, using a service provided by Google Analytics.

Users can accept or decline the use of cookies through the web browser. If users want to learn more about cookies and how to control or delete them, we suggest they visit [www.aboutcookies.org.uk](http://www.aboutcookies.org.uk) for a detailed guide. If users disable the browser's ability to accept cookies, they will still be able to use our site but might not be able to access or take advantage of the many features we offer.

## **Your Data Protection Rights**

In accordance with applicable data protection legislation, you have the right, at any time,

- to be granted access to the personal data we have processed,
- to rectification of inaccurate personal data,
- to request that we cease processing and delete personal data,
- to limit the processing of personal data,
- to exercise the right to data portability,
- to object to the personal data processing.
- to withdraw consent at any time where processing is based on consent, without affecting the lawfulness of processing carried out before withdrawal

It should be noted that in some cases, there are specific exemptions and restrictions regarding these rights. In regard to deletion, the right will not apply where the processing is necessary:

- for exercising the right of freedom of expression and information;
- for compliance with a legal obligation;
- for the establishment, exercise or defence of legal claims.

In relation to limiting the processing of personal data, the personal data may still be stored and processed:

- with the data subject's consent;
- for the establishment, exercise or defence of legal claims; or
- to protect the rights of another natural or legal person.

There is the right, at any time, to lodge a complaint with the UK supervisory authority; the Information Commissioners Office (ICO). [www.ico.org.uk](http://www.ico.org.uk).

To exercise any of the above rights, please contact the Managing Director in writing at the company's registered address or by email. We will respond within one calendar month of receiving your request. In some cases, we may need to verify your identity before processing your request.

Signed:

A handwritten signature in black ink, appearing to read "S. Atkinson".

**Steven Atkinson**  
**Managing Director**

**3<sup>rd</sup> August 2026**