

PRIVACY POLICY

Introduction

Privacy is very important to Eatonbury. The Personal Information* of those we work and interact with as a business is respected.

We have a clear and transparent Privacy Policy. The policy explains the following regarding data protection:

- **Who we are (About us)**
- **The type of Personal Information we collect**
- **How we get the Personal Information and why we have it**
- **How we store your Personal Information**
- **Your data protection rights**
- **How to contact us and how to complain**

If you have questions, or need to contact us for any reason, our contact details are at the end of the Privacy Policy.

About us

Eatonbury is an independent, project monitoring company working in the construction sector. The company is registered in England.

Eatonbury's registered address is:

Eatonbury Ltd
5 Eaton Drive
Kingston upon Thames
KT2 7RB

More information on Eatonbury can be found on our website:

www.eatonbury.com

Eatonbury collects, uses and stores Personal Information. We may also share limited Personal Information. When we do so, we are regulated under the General Data Protection Regulation (GDPR).

The Personal Information we collect and why we have it

Eatonbury collect and process personal data as part of undertaking our business and associated activities, such as marketing our services and recruitment/selection. We collect information about our clients, potential clients, staff, job applicants, consultants, advisers, contractors and suppliers.

We collect the following information:

- Name and title
- Business contact details, including address, email, contact numbers and social media account details
- Passport or other identification documents (for example for right to work checks)
- Career history, professional qualifications, salary details and other work related information
- Bank details (for payments to a personal bank account)
- Personal photographs from site visits and marketing events
- Video recordings of virtual meetings capturing personal video

Under the GDPR, the lawful basis we rely on for processing this information is:

- Your consent - although you are able to remove your consent at any time (refer to the “Opt Out” information below)
- We have a contractual obligation
- We have a legal obligation
- We have a legitimate interest

How we collect Personal Information

Most of the personal information we process is provided to us directly by you and/or the company/organisation where you work, or have worked.

We may also collect information from publicly available sources, including social media. These organisations have their own privacy policies and you are encouraged to review these and the personal data settings for each organisation.

We collect some of the personal data noted above via our website. This includes information provided when downloading our project monitoring guides and other documents from the website and when using our 'Contact Us' form.

We use Microsoft Teams and other software to record virtual meetings.

We may use third party organisations, such as online marketing platforms to collect information for marketing purposes. Refer to the sections below regarding your right to “Opt Out”.

Our website does not use cookies.

How we use your Personal Information

We use the Personal Information for the following reasons:

- To provide the services and undertake the contractual obligations you have engaged the firm to provide
- To undertake recruitment and selection of staff and subconsultants/subcontractors
- To provide you with the services and the information about our business that you have requested
- To send you newsletters, guides and updates that you have subscribed to
- To keep your personal data up to date
- To implement any instructions you give us with regard to marketing communications and preferences
- To comply with our legal obligations
- To comply with our insurer's requirements
- To develop and improve the quality of our services

Who your information is shared with and why

Your Personal Information will only be used for the purposes that it was obtained. However we may share your information as follows:

- With subconsultants/subcontractors or associated companies, as necessary, in order to provide you with the services or to procure a service for you.
- With third parties who supply services to us or process information on our behalf, such as our IT service provider, website developer and digital marketing company.
- We intend to collect basic contact information for a digital course provider, however you will have the opportunity to "Opt In" or "Opt Out" of this.

We will never sell your information to third parties.

Marketing

We do not engage in unsolicited marketing.

We would like to email you information about services and our business, which may be of interest to you.

We will ask whether you would like us to send you marketing messages on the first occasion that you provide any relevant contact information. If you do "Opt In" to receive such marketing from us, you can "Opt Out" at any time.

You can also contact us with any queries regarding how to "Opt Out" and we will action this.

How we store your personal information

Your information is securely stored electronically using software providers. The information is stored in the EU.

We keep Personal Information for the period of time required as follows:

- To meet the obligations in our contracts for services
- To meet legal requirements
- To satisfy the requirements of the RICS
- To meet the requirements of our insurers
- To run our business, including undertaking reasonable marketing activities and recruitment/selection processes

We will then dispose your information by permanently deleting it from our electronic files. Refer to the section below regarding your rights relating to your rights.

Your rights relating to your personal data

There are specific rights that you have under the GDPR legislation, including:

- **Your right of access** - You have the right to ask us for copies of your personal information.
- **Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- **Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.
- **Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.
- **Your right to object to processing** - You have the right to object to the processing of your personal information in certain circumstances.
- **Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights.

If you make a request, we will respond to you within one month.

If you would like to exercise any of these rights, please contact us using the details below.

Contact Us

If you have any questions about this policy, you can contact us by:

Email: hello@eatonbury.co.uk

Post: Eatonbury Ltd
5 Eaton Drive
Kingston upon Thames
KT2 7RB

Phone: 0208 241 9399

Changes to the Privacy Policy

We may make amendments to this privacy policy from time to time.

If you have downloaded this document from our website, Please check this policy regularly to ensure you are aware of the most recent version that will apply each time you access this website.

Notes

* Further information, including and explanation of what Personal Information is, and your rights can be found from the UK Information Commissioner's Office (ICO).