

GDPR POLICY

Brit Construction & Cleaning Ltd

In accordance with the UK General Data Protection Regulation (GDPR) and the Data Protection Act 2018, Brit Construction & Cleaning Ltd has implemented this privacy notice to inform you of the data we process about you. This notice explains the reasons for processing your data, the lawful basis that permits us to process it, how long we keep your data, and your rights regarding your data.

This notice applies to clients, suppliers, subcontractors, employees, and operatives of Brit Construction & Cleaning Ltd.

Data Protection Principles

- Processing is fair, lawful, and transparent.
- Data is collected for specific, explicit, and legitimate purposes.
- Data collected is adequate, relevant, and limited to what is necessary for processing.
- Data is kept accurate and up to date. Any inaccuracies will be rectified or erased without delay.
- Data is not kept for longer than necessary for its purpose.
- Data is processed securely, protecting against unauthorised or unlawful use, accidental loss, destruction, or damage using appropriate technical and organisational measures.
- Where applicable, international transfers of data comply with GDPR safeguards.

What Information We Collect and Why

We collect and process personal data to ensure effective business operations, contract management, and compliance with legal obligations. The types of personal data may include:

- Name
- Address
- Contact numbers
- Email address
- Bank/payment details
- National Insurance number (for employees/subcontractors)
- CSCS card / training records (for site operatives)

Data is stored securely in files or within our IT systems.

How We Use Your Information

We process your personal data only where permitted by law. The table below explains why:

| Activity requiring your data | Lawful basis |
|---|---------------------------|
| Carrying out contracts e.g., providing construction labour or cleaning services | Performance of a contract |
| Processing payments | Performance of a contract |
| Maintaining employment/subcontractor records | Legal obligation |
| Health & Safety compliance | Legal obligation |
| Managing training/qualifications (e.g., CSCS, induction records) | Legitimate interest |
| Dealing with legal claims made against us | Legitimate interest |
| Credit checks and due diligence on suppliers/subcontractors | Legitimate interest |

Who We Share Your Information With and Why

Access to your data is restricted to employees whose role requires it. All staff with such responsibility are trained to ensure GDPR compliance.

We may share data with trusted third parties for purposes such as:

- Payroll and payment processing
- Insurance and legal compliance
- Technical support for our IT systems and website
- Principal contractors requiring workforce verification

We may also disclose data if required to comply with legal or regulatory obligations (e.g., HMRC, HSE, law enforcement).

We do not share your data with organisations outside the UK/EEA unless adequate protections are in place.

Protecting Your Data

- Secure locked storage for physical files
- Encrypted IT systems and password protection
- Restricted access based on role
- Staff training on confidentiality and GDPR compliance

How Long We Keep Your Information

- Client contracts and invoices – 6 years (for accounting/legal purposes)
- Employee/subcontractor records – 6 years after leaving the company
- Accident/incident reports – 3 years, or longer if required by law
- Keys/access data – destroyed immediately after contract termination

Your Rights

- Right of access – request access to your data and how it is used.
- Right to rectification – correct inaccurate or incomplete data.
- Right to erasure – request deletion of data in certain circumstances.
- Right to restrict processing – limit how your data is used.
- Right to data portability – request transfer of your data to another provider.
- Right to object – prevent certain types of processing.
- Rights relating to automated decision-making and profiling.

Consent

Where we rely on your consent to process your data (e.g., for marketing communications), you have the right to withdraw consent at any time, and we will stop processing your data.

Contact

For any questions about this notice, to exercise your rights, or to make a complaint, please contact our Data Protection Lead:

Data Protection Lead

Brit Construction & Cleaning Ltd

Castle Exchange Building, 18 George Street, Nottingham, NG1 3BG

Email: admin@britconstructclean.co.uk

You also have the right to lodge a complaint with the Information Commissioner's Office (ICO) if you believe your rights have been breached.

Ajibawo Oluwaseun



Managing Director

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