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GRANTHAM CEILINGS & INTERIORS LTD

January 2019

### GDPR Privacy Notice: Sub-Contractors

Grantham Ceilings & Interiors Ltd (GCI) is committed to protecting the rights of its data subjects, in accordance with the General Data Protection Regulation (GDPR), effective from the 25th May 2018 and the Data Protection Act 2018.

This notice will inform you:

- Who we are
- The information that we hold about you and why
- How long we will keep this information for
- How we keep your information secure
- Your rights

#### Who we are

Grantham Ceilings & Interiors Ltd (GCI) is the data controller, which means we decide how your personal data is processed and for what purpose.

GCI is a small company based in Grantham UK that specialises in interior construction.

<b>Data Controller:</b>	Grantham Ceilings and Interiors Ltd, Ellesmere Business Park, Swingbride Road, Grantham, Lincolnshire, NG31 7XT Tel: 01476 565461 Email: info@gciltld.com		
<b>Information Collected:</b>	<b>Purpose:</b>	<b>Legal Basis for holding the information:</b>	<b>Legal Basis for holding special category information:</b>
Name	Proposal and projects work	Contract	N/A
DOB			
Personal Address			
Contact Details			
Works Undertaken			
Qualifications			
CSCS Details			
Driving Licence Details			
Insurance Details			
Bank Details			
Right to Work Details	Sub-contractor payments		
NI Number			
UTR Number			
Invoices			
Medical Information Emergency Contacts	Ensure health and safety	Vital interest	

<b>Recipients:</b>	<p>GCI personnel:</p> <ul style="list-style-type: none"> <li>• All employees</li> </ul> <p>External Data Processors:</p> <ul style="list-style-type: none"> <li>• IT support providers</li> <li>• Accountant/ CSH Interiors Ltd/ payroll provider</li> <li>• Clients</li> <li>• Other sub-contractors (involved in the same client contracts)</li> </ul>
<b>Storage:</b>	<p>This information is stored:</p> <ol style="list-style-type: none"> <li>1. In hard copy – in a locked fire proof cabinet which is located in an office which is locked and alarmed at night or when the office is unattended. Key access to this data is restricted to authorised personnel only. It is planned that these will eventually be shredded and kept electronically only.</li> <li>2. Electronically – on the GCI server, located in Grantham, UK. Back up data is stored in a secure safe on site. Electronic access to this data is restricted to staff authorised on the basis of processing need.</li> </ol>
<b>International Data Transfers:</b>	<p>This information is accessible within the EU member states, however access is restricted to authorised personnel only.</p> <p>Transfers outside the EU comply with the requirements of Article 45, subsection 1 of the GDPR. Information is not transferred to any country that cannot provide ‘an adequate level of data protection’ as determined by the European Commission.</p>
<b>Retention Period:</b>	<p>This information will be held, in line with recommended guidelines, for the duration of the sub-contractor contract/relationship.</p> <p>Thereafter any and all information will be destroyed/deleted.</p>
<p>GCI does not employ any automated decision making/logic systems in the processing or analysis of this data.</p>	

### Data Subject’s rights

Unless subject to an exemption, Data Subjects have the following rights:

- The right to access their personal information
- The right to request amendments/rectification of their personal data
- The right to request their personal data to be erased, where it is no longer necessary for the information to be retained
- The right to request a restriction of the processing of their data
- The right to obtain a copy of their personal data (the right to data portability)
- The right to object to the processing of their data
- The right to object to the use of automated decision making, including profiling
- The right to claim compensation for damages caused by an infringement of the Regulation

Data Subject access requests must be submitted to the Data Controller, in writing.