



B Jeffrey Construction Limited

PRIVACY POLICY

1. INTRODUCTION

B Jeffrey Construction Ltd is committed to protecting your privacy and security. This policy explains how and why we use your personal data, to ensure you remain informed and in control of your information.

We will never sell your personal data and will only ever share it with organisations we work with where necessary and if its privacy and security are guaranteed.

Questions?

Any questions you have in relation to this policy or how we use your personal data should be sent to info@bieffreyconstruction.co.uk or addressed to The Data Protection Officer, B Jeffrey Construction Ltd. 9 Devonshire Court, Green Lane Trading Estate, Clifton, York, YO30 5PQ.

2. ABOUT US

Your data (i.e. any information which identifies you or your Company, or which can be identified as relating to you or your Company personally) will be collected and used by B Jeffrey Construction Ltd. Company Registration Number 3345618.

3. WHAT INFORMATION WE COLLECT

Data you provide

We collect data you provide to us. This includes information you give when placing an order or communicating with us. For example:

- Details (name, company, email, address, telephone etc.)
- Financial information (payment information such as direct debit details or bank details)

Accidents or incidents

If an accident or incident occurs on our property/site involving one of our/your staff then we will keep a record of this (which may include personal data and sensitive personal data).

4. HOW WE USE INFORMATION

We only ever use your personal data with your consent, or where it is necessary in order to:

- Enter into, or perform, a contract with you;
- Comply with a legal duty;
- Protect your vital interests;
- For our own (or a third party's) lawful interests, provided your rights don't override the these.

In any event, we'll only use your information for the purpose or purposes it was collected for (or else for closely related purposes):



B Jeffrey Construction Limited

5. HOW WE PROTECT DATA

We employ a variety of physical and technical measures to keep your data safe and to prevent unauthorised access to, or use or disclosure of your personal information.

Electronic data and databases are stored on secure computer systems and we control who has access to information (using both physical and electronic means). Our staff receive data protection training and we have a set of detailed data protection procedures which personnel are required to follow when handling information.

6. STORAGE

Where we store information

B Jeffrey Construction Ltd. are based in the UK and we store our data within the UK.

How long we store information

We will only use and store information for so long as it is required for the purposes it was collected for. How long information will be stored for depends on the information in question and what it is being used for.

We continually review what information we hold and delete what is no longer required.

7. KEEPING YOU IN CONTROL

We want to ensure you remain in control of your personal data. Part of this is making sure you understand your legal rights, which are as follows:

the right to confirmation as to whether or not we have your personal data and, if we do, to obtain a copy of the personal information we hold (this is known as subject access request);

- The right to have your data erased (though this will not apply where it is necessary for us to continue to use the data for a lawful reason);
- The right to have inaccurate data rectified;
- The right to object to your data being used for marketing or profiling; and
- Where technically feasible, you have the right to personal data you have provided to us which we process automatically on the basis of your consent or the performance of a contract. This information will be provided in a common electronic format. Please keep in mind that there are exceptions to the rights above and, though we will always try to respond to your satisfaction, there may be situations where we are unable to do so.

If you would like further information on your rights or wish to exercise them, please write to our Data Protection Officer at B Jeffrey Construction Ltd. 9 Devonshire Court, Green Lane Trading Estate, Clifton, York, YO30 5PQ — info@bjeffreyconstruction.co.uk



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Complaints

You can complain to B Jeffrey Construction Ltd. directly by contacting our data protection officer using the details set out above.

If you are not happy with our response, or you believe that your data protection or privacy rights have been infringed, you can complain to the UK Information Commissioner's Office which regulates and enforces data protection law in the UK . Details of how to do this can be found at www.ico.org.uk

8. CHANGES TO THIS PRIVACY POLICY

We'll amend this Privacy Policy from time to time to ensure it remains up-to-date and accurately reflects how and why we use your personal data. The current version of our Privacy Policy will always be posted on our website.

This Privacy Policy was last updated on 01.05.2025

J R Jeffrey
Director

