Mascott
Delivering Excellence
In Construction

Address
Mascott Construction (Europe) Ltd
4 Pilot's View
18 Heron Road
Belfast
BT3 9LE

Telephone
028 90 735 050
Facsimile
028 90 735 058
Electronic Mail
info@mascott.co.uk

PRIVACY NOTICE

Introduction

This document refers to personal data, which is defined as information concerning any living person (a natural person who hereafter will be called Data Subject) that is not already in the public domain.

The General Data Protection Regulation (GDPR) seeks to protect and enhance the rights of data subjects. These rights cover the safeguarding of personal data, protection against the unlawful processing of personal data and the unrestricted movement of personal data within the EU. It should be noted that GDPR does not apply to information already in the public domain.

Mascott Construction (Europe) Limited is pleased to provide the following Privacy Notice:

Personal Data

Mascott Construction (Europe) Limited uses the information collected from you to provide quotations, make telephone contact and to email you marketing information which Mascott Construction (Europe) Limited believes may be of interest to you and your business. In you making initial contact you consent to Mascott Construction (Europe) Limited maintaining a marketing dialogue with you until you either opt out (which you can do at any stage) or we decide to desist in promoting our services. Mascott Construction (Europe) Limited also acts on behalf of its clients in the capacity of data processor. When working exclusively as a data processor, Mascott Construction (Europe) Limited will be acting on the instruction of its client, and will work hard to ensure that the client is fully GDPR compliant.

Some personal data may be collected about you from the forms and surveys you complete, from records of our correspondence and phone calls and details of your visits to our website, including but not limited to personally identifying information like Internet Protocol (IP) addresses. Mascott Construction (Europe) Limited may from time to time use such information to identify its visitors. Mascott Construction (Europe) Limited may also collect statistics about the behaviour of visitors to its website.

Mascott Construction (Europe) Limited's website uses cookies, which is a string of information that a website stores on a visitor's computer, and that the visitor's browser provides to the website each time the visitor returns. WordPress.org uses cookies to help Mascott Construction (Europe) Limited identify and track visitors and their website access preferences. Mascott Construction (Europe) Limited website visitors who do not wish to have cookies on their computers should set their browsers to refuse cookies before using Mascott Construction (Europe) Limited website.

Any information Mascott Construction (Europe) Limited holds about you and business encompasses all the details we hold about you and any sales transactions including any third-party information we have obtained about you from public sources and our own suppliers such as credit referencing agencies.

Mascott Construction (Europe) Limited will only collect information needed so that it can provide you with marketing information, this agency does not sell or broker you data, although coincidentally there may be times when your information could be contained in data that Mascott Construction (Europe) Limited has purchased from a third party list broker, on behalf of a client.

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Legal basis for processing any personal data

To meet Mascott Construction (Europe) Limited's contractual obligations to clients and to also respond to marketing enquires.

Legitimate interests pursued by Mascott Construction (Europe) Limited and/ or its clients

To promote the machines and services offered by Mascott Construction (Europe) Limited and/or to market the services and /or products offered by Mascott Construction (Europe) Limited existing clients.

Consent

Through agreeing to this privacy notice you are consenting to Mascott Construction (Europe) Limited processing your personal data for the purposes outlined. You can withdraw consent at any time by emailing GDPR@mm-contractors.com

Disclosure

Mascott Construction (Europe) Limited may on occasions pass your personal information to third parties exclusively to process work on its behalf. Mascott Construction (Europe) Limited requires these parties to agree to process this information based on our instructions and requirements consistent with this Privacy Notice and GDPR.

Mascott Construction (Europe) Limited do not broker or pass on information gained from your engagement with the agency without your consent. However, Mascott Construction (Europe) Limited may disclose your Personal Information to meet legal obligations, regulations or valid governmental request.

Retention Policy

Mascott Construction (Europe) Limited will process personal data during the duration of any contract and will continue to store only personal data needed for five years after the contract has expired to meet any legal obligations. After five years any personal data not needed will be deleted.

Data Storage

Data is held in England using multiple servers. Mascott Construction (Europe) Limited does not store personal data outside of the EEA.

Your rights as a data subject

At any point whilst Mascott Construction (Europe) Limited is in procession of or processing your personal data, all data subjects have the following rights:

- Right of access - you have the right to request a copy of the information that we hold about you.
- Right of rectification – you have the right to correct data that we hold about you that is inaccurate or incomplete.
- Right to be forgotten – in certain circumstances you can ask for the data we hold about you to be erased from our records.
- Right to restriction of processing - where certain conditions apply you have a right to restrict the processing.

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- Right of portability – you have the right to have the data we hold about you transferred to another organisation.
- Right to object – you have the right to object to certain types of processing such as direct marketing
- Right to object to automated processing, including profiling – you also have the right not to be subject to the legal effects of automated processing or profiling.

In the event that Mascott Construction (Europe) Limited refuses your request under rights of access, we will provide you with a reason as to why, which you have the right to legally challenge.

Mascott Construction (Europe) Limited at your request can confirm what information it holds about you and how it is processed

You can request the following information:

- Identity and the contact details of the person or organisation Mascott Construction (Europe) Limited that has determined how and why to process your data.
- Contact details of the data protection officer, where applicable.
- The purpose of the processing as well as the legal basis for processing.
- If the processing is based on the legitimate interests of Mascott Construction (Europe) Limited or a third party such as one of its clients, information about those interests.
- The categories of personal data collected, stored and processed.
- Recipient(s) or categories of recipients that the data is/will be disclosed to.
- How long the data will be stored.
- Details of your rights to correct, erase, restrict or object to such processing.
- Information about your right to withdraw consent at any time.
- How to lodge a complaint with the supervisory authority (Data Protection Regulator).
- Whether the provision of personal data is a statutory or contractual requirement, or a requirement necessary to enter into a contract, as well as whether you are obliged to provide the personal data and the possible consequences of failing to provide such data.
- The source of personal data if it wasn't collected directly from you.
- Any details and information of automated decision making, such as profiling, and any meaningful information about the logic involved, as well as the significance and expected consequences of such processing.

To access what personal data is held, identification will be required

Mascott Construction (Europe) Limited will accept the following forms of ID, when information on your personal data is requested: a copy of driving license, passport, birth certificate, and utility bill not older than three months or a national ID card. A minimum of one piece of photographic ID listed above and a supporting document is required. If Mascott Construction (Europe) Limited is dissatisfied with the quality, further information may be sought before personal data can be released.

All requests should be made to GDPR@mm-contractors.com or by phoning 02890 735050 or in writing to us at the address further below.

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Complaints

In the event that you wish to make a complaint about how your personal data is being processed by Mascott Construction (Europe) Limited or its partners, you have the right to complain to Mascott Construction (Europe) Limited.

The details are: Mascott Construction (Europe) Limited, attention of the Financial Controller.

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Telephone: 02890 735050 or email GDPR@mm-contractors.com

If you do not get a response within 30 days you can complain to the Data Protection Regulator.

Information Commissioner's Office

Telephone Number 0303 123 1113