

CCP Developments Privacy Policy (GDPR)

Version 1 | Dated: 25th May 2018

This policy applies to CCP Developments Ltd, registered at 33 Wolverhampton Road, Cannock, Staffs, WS11 1AP and explains how we use any personal information we collect about you when you use our services and web-site.

Glossary of Terms

Personal Data

Personal data relates to any information about a natural person that makes you identifiable which may include (but is not limited to):

Names and contact information i.e. emails and telephone numbers

National Insurance Numbers and Tax Reference Numbers

Employment history

Employee numbers

Credit History

Personal tax

Payroll and accounting data

Sensitive Personal Data

Sensitive personal data refers to the above but includes genetic data and biometric data. For example:

Medical conditions

Religious or philosophical beliefs and political opinions

Racial or ethnic origin

Convictions

Biometric data (e.g. photo in an electronic passport)

Data Controller

For general data protection regulation purposes, the “data controller” means the person or organisation who decides the purposes for which and the way in which any personal data is processed.

Our data controller is CCP Developments Ltd, 33 Wolverhampton Road, Cannock, Staffs, WS11 1AP

The data protection officer is Clare Goodyear, Company Secretary who can be contacted at the above address or by calling 01543 371647.

Data Processor

A “data processor” is a person or organisation which processes personal data for the controller.

Data Processing

Data processing is any operation or set of operations performed upon personal data, or sets of it, be it by automated systems or not. Examples of data processing explicitly listed in the text of the GDPR are: collection, recording, organising, structuring, storing, adapting, altering, retrieving, consulting, using, disclosing by transmission, disseminating or making available, aligning or combining, restricting, erasure or destruction.

What is meant by Business to Business?

PLC, LTD, LLP incorporated partnerships, trusts and foundations, local authorities and government institutions.

What is meant by Business to Consumer?

Private clients, sole traders, unincorporated partnerships, trusts and foundations.

What information do we collect about you and how?

We are bound by the requirements of the General Data Protection Regulations (GDPR).

You agree that we are entitled to obtain, use and process the information you provide to us to enable us to discharge our Services and for other related purposes including;

- Updating and enhancing client records
- Analysis for management purposes
- Carrying out credit checks in relation to you
- Statutory returns
- Legal and regulatory compliance
- Crime prevention.
- As evidence of work undertaken should it be subject to later enquiries

We also collect information about you when you fill in any of the forms, including our website, i.e. sending an enquiry, signing up for an event, giving feedback etc.

Cookies

Are text files put on your computer to collect standard internet log information and visitor behaviour information. This information is then used to track visitor use of the website and to create statistical reports on website activity. For more information visit www.aboutcookies.org or www.allaboutcookies.org.

You can set your browser not to accept cookies and the above websites tell you how to remove cookies from your browser.

Analytics

e.g. how visitors use websites.

We use analytics to store information about how visitors use our website so that we may make improvements and give visitors a better user experience. These cookies do not store any personal information about you eg name, address etc and we do not share the data.

IP addresses

An IP or Internet Protocol Address is a unique numerical address assigned to a computer as it logs on to the internet. We do not have access to any personal identifiable information and we would never seek this information.

Internet Based Advertising

We use LinkedIn, Facebook and Twitter advertising services and as such there are tracking codes installed on our website so that we can manage the effectiveness of these campaigns. We do not store any personal data within this type of tracking.

How will we use the information about you and why?

We take your privacy seriously and will only use your personal information to provide the Services you have requested from us. We will only use this information subject to your instructions, data protection law and our duty of confidentiality.

For Business to Business Clients and Contacts our lawful reason for processing your personal information will be "A contract with the business" e.g. to supply goods and services you have requested, or to fulfil obligations under a service contract. This also includes steps taken at your request before entering into a contract.

For Business to Consumer Clients and Contacts our lawful reason for processing your personal information will be "A contract with the individual" e.g. to supply goods and services you have requested, or to fulfil obligations under a service/employment contract. This also includes steps taken at your request before entering into a contract.

We collect information on our website to process your enquiry, deal with your event registration, give advice based on survey data and improve our services.

We will not share your information for marketing purposes with companies so that they may offer you their products and services.

We may also use your personal information to detect and cut fraud and credit risk.

Our work for you may require us to pass your information to our third-party service providers, agents, subcontractors and other associated organisations for the purposes of completing tasks and providing the Services to you on our behalf. However, when we use third party service providers, we disclose only the personal information that is necessary to deliver the Services and we have contracts in place that requires them to keep your information secure and not to use it for their own direct marketing purposes.

Transferring your information outside of Europe

If you use our services while you are outside the EU, your information may be transferred outside the EU to give you those services, the information which you give to us may be transferred to countries outside the European Union ("EU"). Where this is the case we will take steps to make sure the right security measures are taken so that your privacy rights continue to be protected as outlined in this policy. By submitting your personal data, you're agreeing to this transfer, storing or processing. Where our third-party suppliers are in the US we will ensure that their services fall under the "Privacy Shield" whereby participating companies are deemed to have adequate protection and therefore facilitate the transfer of information from the EU and Switzerland to the US.

Security precautions in place about data collected

When you give us personal information, we will take steps to make sure that it's treated securely. Non-sensitive details (your email address etc.) are sent normally over the Internet, and this can never be guaranteed to be 100% secure. As a result, while we strive to protect your personal information, we cannot guarantee the security of any information you transmit to us, and you do so at your own risk. Once we receive your information, we will make our best effort to ensure its security on our systems.

How long will we hold your data for?

Marketing: We will hold your data for a period of 6 years with a review every 3 years. You can opt out or update or delete data at any point should you need to do so and details are set out in this policy as to how to do that.

Access to your information, correction, portability and deletion

What is a Subject Access Request?

This is your right to request a copy of the information that we hold about you. If you would like a copy of, correct or remove some or all your personal information, please write to us at the following address: The Data Controller, CCP Developments Ltd, 33 Wolverhampton Road, Cannock, Staffs, WS11 1AP.

Objections to processing of personal data

It is your right to lodge an objection to the processing of your personal data if you feel the "ground relating to your particular situation" apply. The only reasons we will be able to deny your request is if we can show compelling legitimate grounds for the processing, which override your interest, rights and freedoms, or the processing is for the establishment, exercise or defence of a legal claims.

Data Portability

It is also your right to receive the personal data which you have given to us, in a structured, commonly used and machine-readable format and have the right to transmit that data to another controller without delay from the current controller if:

- (a) The processing is based on consent or on a contract, and
- (b) The processing is carried out by automated means.

Your Right to be Forgotten

Should you wish for us to completely delete all information that we hold about you in Writing to: The Data Controller, CCP Developments Ltd, 33 Wolverhampton Road, Cannock, Staffs, WS11 1AP.

We will respond within 30 days of receipt of your request.

Other websites

This privacy policy only applies to this website so when you link to other websites you should read their own privacy policies.

Complaints

If you feel that your personal data has been processed in a way that does not meet the GDPR, you have a specific right to lodge a complaint with the relevant supervisory authority, The Information Commissioner's Office at www.ico.org.uk/concerns/

Changes to our Privacy Policy

We keep our privacy policy under regular review and we will place any updates on this web page. This privacy policy was created on 25th May 2018 in line with GDPR guidelines.

How to contact us

Please contact us if you have any questions about our privacy policy or information we hold about you:

The Data Controller, CCP Developments Ltd, 33 Wolverhampton Road, Cannock, Staffs, WS11 1AP.