

PRIVACY POLICY

1. Introduction

Essex Services Group LTD (“we”, “us”, or “our”) is committed to protecting and respecting the personal data that we hold. This privacy statement describes why and how we collect and use personal data and provides information about individuals’ rights. It applies to personal data provided to us, both by individuals themselves or by others. We may use personal data provided to us for the purposes described in this privacy statement or as made clear before collecting personal data.

Personal data is any information relating to an identified or identifiable living person. When collecting and using personal data, our policy is to be transparent about why and how we process personal data.

We process personal data for numerous purposes, and the means of collection, lawful basis of processing, use, disclosure, and retention periods for each purpose are set out in the relevant sections below.

The personal data that is provided to us is provided either, directly from the individual concerned, from a third party acting on behalf of an individual.

Where we receive personal data that relates to an individual from a third party, we request that this third party inform the individual of the necessary information regarding the use of their data. Where necessary, reference may be made to this privacy statement.

2. Security

We take the security of all the data we hold seriously. Staff are trained on data protection, confidentiality and security.

We have a framework of policies and procedures which ensure we regularly review the appropriateness of the measures we have in place to keep the data we hold secure.

All information you provide to us is stored on our secure servers.

Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to our site; any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.

3. Data That We Hold

3.1 Contractors

We provide services to individuals as well as organisations. The exact data held will depend on the services to be provided.

Where we engage with individuals, we may collect and process personal data to assess the requirements of a tender or to sub-tender out a contract. We request that individuals only provide the personal data that is required for us to fulfil our contractual or operational obligation.

3.1.1 Why do we process data?

Where data is collected, it is used for a number of purposes, as follows:

- Delivery of processes:
 - Estimating – We may process your data if you have enquired, currently engaging or previously engaged in a contract with us. Depending on where you are in the journey with us, we will process your data accordingly to fulfill to establish a contract or to fulfill our contractual obligation.
 - Purchasing – As part of this process, we will process personal data to get contractors to work on contractors
 - Marketing – When you have engaged with us through an enquiry, fulfilling a contract or we have identified you as someone we would like to work with, we will process your data to promote our services and for general marketing. We will only do this where we have your explicit consent, or we believe we have the legitimate interest to do so.
 - Health and Safety – If you are a contractor working on a project, we will process your data for health and safety purposes. This will be done to deal with any health and safety near misses or occurrences. We have a legal obligation to process your data to meet regulatory requirements.
- Individual needs. When communicating with and assessing the needs of clients.
- Administration. In order to manage and administer our business and services, we may collect and process personal data.
- Regulatory. In order for Essex Services Group PLC to do what it does, we may from time to time be required to collect and process personal data in order to fulfil regulatory, legal or ethical requirements. This may include (but is not limited to) the verification of identity of individuals.

3.1.2 What data is processed?

The data that is processed is dependent on the service that is being provided and on the recipient of this service.

- What personal data is processed: names, qualification, Date of Birth, National Insurance Number, Contact details, Next of Kin, address, medical information. Pre-qualification questionnaire, photo, bank details.

3.1.3 How long do we hold data for?

We retain the personal data processed by us for as long as is considered necessary for the purpose(s) for which it was collected, there may also be occasions which will require data to be kept for longer, however this will typically be for legal purposes.

In addition, personal data may be securely archived with restricted access and other appropriate safeguards where there is a need to continue to retain it. We will periodically review this data, to ensure that it is still relevant and necessary.

4. People Who Use Our Website

When people visit our website, personal data is collected both through interacting with various forms on the website or apps (collectively referred to as the websites).

Personal data may be collected when individuals fill in forms on our websites or by corresponding with us

by phone, e-mail or otherwise. This includes information provided when an individual registers to use our websites, subscribe to our service, make an enquiry.

5. Sharing Personal Data

We will only share personal data with others when we are legally permitted to do so. When we share data with others, we put contractual arrangements and security mechanisms in place to protect the data and to comply with our data protection, confidentiality and security standards.

Personal data held by us may be transferred to:

- Contractors / Subcontractors
- Regulatory Authorities.
- External Auditors.

We use third party applications to support us in providing our services and to help provide, run and manage our internal database. We do not share your data with them.

We may receive requests from third parties with authority to obtain disclosure of personal data, such as to check that we are complying with applicable law and regulation, to investigate an alleged crime, to establish, exercise or defend legal rights. We will only fulfil requests for personal data where we are permitted to do so in accordance with applicable law or regulation.

6. Locations Of Processing

The data that we collect from you may be transferred to and stored at a destination inside the European Economic Area (“EEA”). By submitting your personal data, you agree to this transfer, storing or processing.

We will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this Privacy Policy.

7. Individual’s Rights

Individuals have certain rights over their personal data and data controllers are responsible for fulfilling these rights as follows:

- Individuals may request access to their personal data held by us as a data controller.
- Individuals may request us to rectify personal data submitted to us or, where appropriate, contact us via the relevant website registration page or by amending the personal details held on relevant applications with which they registered.
- Individuals may request that we erase their personal data
- Where we process personal data based on consent, individuals may withdraw their consent at any time by contacting us or clicking on the unsubscribe link in an email received from us.
- Individuals may have other rights to restrict or object to our processing of personal data and the right to data portability.
- Individuals may request information about, or human intervention into, any automated data processing that we may undertake.
- If you wish to exercise any of these rights, please send an email to peter.vine@clearcomm.org.

8. Complaints

We hope that you won't ever need to, but if you do want to complain about our use of personal data, please send an email with the details of your complaint to peter.vine@clearcomm.org.

We will look into and respond to any complaints we receive.

You also have the right to lodge a complaint with the UK data protection regulator, the Information Commissioner's Office ("ICO"). For further information on your rights and how to complain to the ICO, please refer to the ICO website <https://ico.org.uk/concerns>

9. Data Controller And Contact Information

The data controller for Essex Services Group LTD is Essex Services Group LTD.

If you have any questions about this privacy statement or how and why we process personal data, please contact us at:

Data Protection Officer, ESG LTD, Viking Business Centre, Danes Road, Romford, RM7 0HL

10. Changes To Our Privacy Statement

Updates to this privacy statement will appear on this website. This privacy statement was last updated on 07/06/2018.