



## PRIVACY NOTICE

### 1. Introduction

Essex Services Group Ltd. (“we”, “us”, or “our”) is committed to protecting and respecting your privacy.

This privacy notice 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 notice 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 or 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 the third party informs the individual of the necessary information regarding the use of their data. Where necessary, reference may be made to this privacy notice.

### 2. Security

We take the security of all the data we hold seriously. Your information is stored on our secure servers and our staff are trained on data protection, confidentiality, and security.

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

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 we hold

Contractors

The exact data we hold will depend on the services we provide to individuals as well as organisations.

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. [This is collected and stored on third party data sites, these are ADP, MSite, Human Focus & Marshall Leasing.](#)

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 Ltd. 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.

What data is processed?

The data we process is dependent on the service being provided and the recipient of this service. Typically, the personal data we process includes: names, addresses, contact details, qualifications, date of birth, National Insurance Number, next of kin details, medical information, pre-qualification questionnaire, photo, bank details.

How long do we hold data for?

Your personal data is retained by us for as long as considered necessary for the purpose(s) for which it was collected. There may also be occasions when we keep your personal data for longer, however this will typically be for legal purposes.

Any personal data we retain will be securely archived and appropriate safeguards applied i.e. restricted access. We will periodically review any data we retain to ensure its still relevant and needs to be kept.

#### **4. People who use our website**

When people visit our website or apps (collectively referred to as 'websites') personal data is collected both through interacting with various forms on 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, or makes 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
- Third-party service providers e.g. MSite for monitoring purposes (Attendance & Access System)

It should be noted that the MSite Face Mini Facial Recognition System (FRS), has its own Privacy Notice, which can be found on the MSite FRS. A further copy is held internally on ShareFile and our website.

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

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 laws and regulations, to investigate an alleged crime or 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 laws or regulations.

## 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 necessary steps to ensure your data is processed securely and in accordance with this Privacy notice.

## 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: [dataprotection@mooreclear.com](mailto:dataprotection@mooreclear.com)

## 8. Complaints

We hope that you won’t ever need to, but if you do want to complain about our use of your personal data, please send an email with the details of your complaint to: [dataprotection@mooreclear.com](mailto:dataprotection@mooreclear.com)

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. How to contact us

Please contact us if you have any questions about this privacy notice or how and why we process your personal data.

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

## 10. Changes to this privacy notice

Updates to this privacy notice will appear on this website.

This privacy notice was last updated on **11-09-24**.