

Ruane Construction Ltd

Privacy Notice

Ruane Construction Ltd take care to protect the privacy of our subcontractors and employees.

This privacy notice is a declaration of how we apply the data protection principles and rights to individuals under the General Data Protection Regulation [GDPR] to the personal data that we process.

Ruane Construction Ltd is the data controller for the purposes of GDPR.

Who is collecting information about me?

Ruane Construction Ltd

Company number: 01047602

Lawful basis for processing: {Why we collect personal data}

To carry out our obligations arising from any work agreement entered between you and Ruane Construction Ltd, and to provide you with information that you request from us.

We use this information to be able:

Make Payments

Carry out industry skill accreditation checks

Supporting supply chain information requests

Complete Right to Work checks

Information we process:

Personal details e.g. contact name, address, email, telephone number, person to contact in emergency, date of birth

Financial details e.g. bank account details of your company

Qualifications / skills: Industry certificates CSCS / CPCS cards or equivalent

Right to Work documents such as Passport, ID Card and Birth Certificates

National insurance number

We shall continue to process this information until the contract between us is terminated by either party under the terms of the contract.

If we employ you, we collect information about you and your work from time to time throughout the period of your employment. This information will be used only for purposes directly relevant to your employment.

Approved by:	J Ruane	Date:	3 rd July 2020
Document Reference:	MISC/TEM/002	Next Review Date:	May 2021
Version	1.0	Page	1 of 2

Unit 1, College Farm, Hailey Lane, Hertford Heath, Herts, SG13 7NX
Tel 01992 445084 / 01920 872229
Fax 01992 466797
Registered in England No. 1047602
V.A.T Registration No. 221 2490 08

Retention of your information

After your employment has ended, we will keep your file for six years before destroying or deleting it.

If you wish us to remove personally identifiable information or you require further information you may contact us at:

Registered office: Unit 1, College Farm, Hailey Lane, Hertford Heath, Herts, SG13 7NX

Data protection point of contact: Caroline Ruane / Geraldine Cummins

Or telephone us on 01992 445084

Email: caroline@ruaneconstruction.co.uk / geraldine@ruaneconstruction.co.uk

Further information is also available at: [https:// www.ruaneconstruction.co.uk](https://www.ruaneconstruction.co.uk)

Your rights under GDPR :

Your right to be informed

Your right of access

The right to rectification

The right to erasure of information

The right to restrict processing

The right to data portability

The right to object

The right to be involved with automated decision making and profiling

Signed by: 

Managing Director: John M Ruane

Date: 3rd July 20

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