

The type of personal information we collect

We collect information about you when you register with us / place an order for products or services. We also collect information when you voluntarily complete customer surveys or provide feedback on the goods and services we have provided. Such information may include:

- Name and residential address details.
- Customer Financial Information.
- Email addresses.
- Website user stats. Website usage information is collected using cookies.

Cookies

Cookies are text files placed on your computer to collect standard internet log information and visitor behaviour information. This information is used to track visitor use of the website and to compile statistical reports on website activity.

If you would like more information about this, you can visit www.aboutcookies.org

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

How we get the personal information and how it is stored

Most of the personal information we collect, and process is provided to us directly by you.

All information is stored both electronically and in hardcopy form for a period of up to 2 years.

We will then dispose of your information by:

- Hardcopy files shall be shredded and disposed of to licensed recycling facilities.
- Electronic and back up files shall be erased using special software that meets recognised erasure standards such as WipeFile and DeleteOnClick for example.

Why we have it and how we use your personal information

We collect information about you to process your order, manage your account, and, if you agree, to contact you about other products and services that we think may be of interest to you.

We use your information collected from the website to personalise your repeat visits to our website.

Limited information may need to be shared with our approved suppliers to ensure safe delivery of products and materials to be used for your project. This information will be limited to the site address and a contact name / telephone number (where we may not be present during the delivery).

Construction Management Solutions (Fife) Ltd will not share your information for marketing purposes with companies outside of our organisation.

We may share your information with credit reference agencies and other companies for use in credit decisions, for fraud prevention and to pursue debtors.

We may use a limited amount of your information, such as your name, to promote our works over social media platforms such as Facebook or Instagram and our company website.

Where promoted on social media this may include photographs being displayed on our business page together with a narrative of the works undertaken.

Where promoted on our website, these will be in a similar format to social media promotion or as Case Studies.

Case studies may also be provided to organisations such as local authorities where we are required to provide evidence of similar works we have undertaken when tendering for new works.

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

(a) Your consent.

You are able to remove your consent at any time. Please follow the steps outlined in the 'Your Data Protection Rights' section below.

(b) We have a Contractual Obligation.

(c) We have a Legal Obligation.

(d) We have a Legitimate interest.

For further information on how your information is used, how we maintain the security of your information, and your rights to access information we hold on you, please contact us on info@cms-fife.co.uk.

Your consent

On registering with us or employing our services, you are confirming that you have read and understood this Privacy Notice and that you are consenting to Construction Management Solutions (Fife) Ltd holding and processing your personal data for the reasons stated above.

Where you do not grant consent, we will not be able to use your personal data, except in certain limited situations, such as where required to do so by law or to protect members of the public.

You are able to remove your consent at any time. Please follow the steps outlined in the 'Your Data Protection Rights' section below.

Your Data Protection Rights

Your right of Access

You have the right to ask us for copies of your personal information.

Your right to rectification

You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete any information you think is incomplete.

Your right to erasure

You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing

You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing

You have the the right to object to the processing of your personal information in certain circumstances.

Your right to data portability

You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

You can withdraw your consent (to all or any of the above) at any time by contacting Ross Kennedy at info@cms-fife.co.uk. Please note that all processing of your personal data will cease once you have withdrawn consent, but this will not affect any personal data that has already been processed prior to this point.

Signed:



Date: 01/03/2022

Ross Kennedy – Director

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at info@cms-fife.co.uk.

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>