


PRIVACY POLICY				
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1. INTRODUCTION

Clearwall Contracting Ltd is committed to protecting the privacy and security of personal data. This policy explains how we collect, use, store and protect personal information in accordance with the UK GDPR and the Data Protection Act 2018.

This policy applies to all personal data processed by the company, including data relating to employees, clients, subcontractors and website users.

2. WHAT INFORMATION WE COLLECT

We may collect and process the following types of personal data:

- Contact details such as names, addresses, telephone numbers and email addresses
- Employment-related information including qualifications, training records and right to work documentation
- Financial information for payment and invoicing purposes
- Health and safety information where required for legal compliance
- Website usage data where applicable

We only collect personal data that is necessary for legitimate business purposes.

3. HOW WE COLLECT INFORMATION

Personal data is collected through:


- Direct contact with individuals (e.g. enquiries, contracts, employment)
- Project documentation and site records
- Communication via email, phone or online forms
- Third parties where required (e.g. suppliers, clients, regulatory bodies)

4. HOW WE USE PERSONAL DATA

We use personal data for the following purposes:

- Delivering our services and managing projects
- Complying with legal and regulatory requirements
- Managing employees and subcontractors
- Communicating with clients and stakeholders
- Processing payments and maintaining financial records
- Maintaining health and safety compliance

We will only process personal data where there is a lawful basis to do so.

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5. LAWFUL BASIS FOR PROCESSING

We process personal data under one or more of the following lawful bases:

- Performance of a contract
- Legal obligation
- Legitimate interests
- Consent (where required)

6. DATA SHARING

We may share personal data with:

- Clients and project stakeholders
- Subcontractors and suppliers
- Professional advisors (e.g. accountants, legal advisors)
- Regulatory authorities where required

We ensure that any third parties we work with handle personal data securely and in compliance with data protection legislation.

7. DATA STORAGE AND SECURITY

Personal data is stored securely using appropriate technical and organisational measures to protect against:

- Unauthorised access
- Loss or damage
- Misuse or disclosure

Access to personal data is restricted to authorised personnel only.


8. DATA RETENTION

We retain personal data only for as long as necessary to:

- Fulfil the purpose for which it was collected
- Meet legal and regulatory requirements

Typical retention periods include:

- Employment records – up to 6 years after employment ends
- Financial records – minimum 6 years
- Health and safety records – as required by law

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9. YOUR RIGHTS

Under data protection law, individuals have the right to:

- Access their personal data
- Request correction of inaccurate data
- Request erasure of data where applicable
- Restrict or object to processing
- Request data portability

Requests can be made using the contact details below.

10. DATA BREACHES

Any data breaches will be:

- Investigated promptly
- Reported where required to the Information Commissioner's Office (ICO)
- Managed to minimise impact

11. CONTACT DETAILS

For any queries relating to this policy or personal data, please contact:

Clearwall Contracting Ltd
Merchants House, Bath Road, Knowl Hill, Reading, RG10 9UR
01628 634499

12. REVIEW

This policy will be reviewed:

- Annually
- Following changes in legislation
- Following any significant data protection incident