



Brick Fabrication Ltd.

Privacy Policy

Version 1.2

Effective 21st May 2018

Privacy Notice

Introduction

This document refers to personal data, which is defined as information concerning any living person (a natural person who hereafter will be called the Data Subject) that is not already in the public domain.

The General Data Protection Regulation (GDPR) seeks to protect and enhance the rights of data subjects. These rights cover the safeguarding of personal data, protection against the unlawful processing of personal data and the unrestricted movement of personal data within the EU. It should be noted that GDPR does not apply to information already in the public domain.

Brick Fabrication Ltd. (hereafter 'Brickfab'), is pleased to provide the following Privacy Notice:

Personal Data

Brickfab uses the information collected from you to provide product information, quotations, confirmed sales orders, purchase ledger and sales ledger transactions, make telephone contact or to email you product information which Brickfab believes may be of interest to you and your business. Brickfab may also act on behalf of its clients in the capacity of data processor. When working exclusively as a data processor, Brickfab will be acting on the instruction of its client, and will work hard to ensure that the client is fully GDPR compliant.

Some personal data may be collected about you from the forms (online or otherwise) and surveys you complete, from records of our correspondence and phone calls.

Any information Brickfab holds about you and your business encompasses all the details we hold about you and any sales transactions including any third-party information we have obtained about you from public sources and our own suppliers such as credit referencing agencies.

Brickfab will only collect the information needed so that it can provide you with product and design services, we do NOT sell or broker your data.

Website Cookies & Analytical Tools

A 'cookie' is a small text file stored on your computer to associate a unique ID with your visit in order to make it easier and faster for you to use a website.

Brickfab's website does not collate nor store personally identifiable information. It does use Google Analytics to help analyse the use of the website. This analytical tool uses cookies to collect standard website visitor information in an anonymous form, and does not include any personal information about you. The information collected (including your IP address) is transmitted to Google. This information is then used to compile statistical reports on overall website use for Brickfab.

To find out more about cookies, including how to manage and delete them, visit

www.allaboutcookies.org, or to opt out of being tracked by Google Analytics across all websites visit <http://tools.google.com/dlpage/gaoptout>

Brickfab will not (and will not allow any third party) to use analytics tools to track or to collect any personally identifiable information from visitors to the website. We will not associate any data gathered from this site with any personally identifying information from any source.

If we do want to collect personally identifiable information through the website, we will be transparent about this. We will make it clear when we collect personal information and will explain what we intend to do with it.

Please note, you might find links to third party websites on our website. These websites may use cookies and should have their own privacy policies which you should check. We do not accept any responsibility or liability for their policies whatsoever as we have no control over them.

Legal basis for processing any personal data

To meet Brickfab's contractual obligations to its customers and suppliers. Also to respond to website and quotation enquiries.

Legitimate interests pursued by Brick Fabrication Ltd. and/or its clients

To promote and administer the products and design services offered by Brickfab and those offered on behalf of Brickfab, by market brokers and builders merchants.

Consent

Through agreeing to this privacy notice you are consenting to Brickfab processing your personal data for the purposes outlined. You can withdraw consent at any time by emailing HR@brickfab.com or writing to us, see last section for full contact details.

Disclosure

Brickfab may on occasion pass your Personal Information to third parties exclusively to process work on its behalf. Brickfab requires these parties to agree to process this information based on our instructions and requirements consistent with this Privacy Notice and GDPR.

Brickfab do not broker or pass on information gained from your engagement with us without your consent. However, Brickfab may disclose your Personal Information to meet legal obligations, regulations or valid governmental request. We may also enforce our Terms and Conditions, including investigating potential violations of our Terms and Conditions to detect, prevent or mitigate fraud or security or technical issues; or to protect against imminent harm to the rights, property or safety of Brickfab, its people, its customers and/or the wider community.

Retention Policy

Brickfab will process personal data during the duration of any contract and will continue to store only the personal data needed for five years after the contract has expired to meet any legal obligations. After five years any personal data not needed will be securely deleted.

Data storage

Data is held in United Kingdom using secure servers. Brickfab does not store personal data outside the EEA.

Your rights as a data subject

At any point whilst Brickfab is in possession of or processing your personal data, all data subjects have the following rights:

- **Right of access** – you have the right to request a copy of the information that we hold about you.
- **Right of rectification** – you have a right to correct data that we hold about you that is inaccurate or incomplete.
- **Right to be forgotten** – in certain circumstances you can ask for the data we hold about you to be erased from our records.
- **Right to restriction of processing** – where certain conditions apply you have a right to restrict the processing.
- **Right of portability** – you have the right to have the data we hold about you transferred to another organisation.
- **Right to object** – you have the right to object to certain types of processing such as direct marketing.
- **Right to object to automated processing, including profiling** – you also have the right not to be subject to the legal effects of automated processing or profiling.

In the event that Brickfab refuses your request under rights of access, we will provide you with a reason as to why, which you have the right to legally challenge.

At your request, Brickfab can confirm what information it holds about you and how it is processed

You can request the following information:

- Identity and the contact details of the person or organisation (Brickfab) that has determined how and why to process your data.
- The purpose of the processing as well as the legal basis for processing.
- If the processing is based on the legitimate interests of Brickfab or a third party such as one of its clients, information about those interests.
- The categories of personal data collected, stored and processed.
- Recipient(s) or categories of recipients that the data is/will be disclosed to.
- How long the data will be stored.
- Details of your rights to correct, erase, restrict or object to such processing.
- Information about your right to withdraw consent at any time.
- How to lodge a complaint with the supervisory authority (Data Protection Regulator).
- Whether the provision of personal data is a statutory or contractual requirement, or a requirement necessary to enter into a contract, as well as whether you are obliged to provide the personal data and the possible consequences of failing to provide such data.
- The source of personal data if it wasn't collected directly from you.

- Any details and information of automated decision making, such as profiling, and any meaningful information about the logic involved, as well as the significance and expected consequences of such processing.

To access what personal data is held, identification will be required

Brickfab will accept the following forms of ID when information on your personal data is requested: a copy of your national ID card, driving license, passport, birth certificate and a utility bill not older than three months. A minimum of one piece of photographic ID listed above and a supporting document is required. If Brickfab is dissatisfied with the quality, further information may be sought before personal data can be released.

All requests should be made to HR@brickfab.com or writing to us at the address further below.

Complaints

In the event that you wish to make a complaint about how your personal data is being processed by Brickfab you have the right to complain to the Managing Director of Brickfab. If you do not get a response within 30 days you can complain to the Data Protection Regulator.

The details for each of these contacts are:

Brick Fabrication Ltd., attention of the Managing Director
Gemini Works
Estate Road
Pontypool
Torfaen
NP4 6YW
Telephone 01495 759 555 or email HR@brickfab.com

Data Protection Regulator:

Information Commissioner's Office
Telephone 0303 123 1113
<https://ico.org.uk/concerns/>