



GILLETT MORRISSEY

## PRIVACY POLICY

### 1. PURPOSE

The purpose of this Policy is to ensure that all the Company's (Gillett Morrissey) employees, clients, suppliers, sub-contractors etc., are aware of what the Company is doing in relation to new GDPR (General Data Protection Regulations).

### 2. INFORMATION ABOUT US

Gillett Morrissey Ltd. Is the owner and operator of [www.gillettmorrissey.co.uk](http://www.gillettmorrissey.co.uk) (the company's website). We are a company limited by shares registered in England and Wales under company number 6545314. Our registered company address is Grovedell House, 15 Knightswick Road, Canvey Island, Essex SS8 9PA., and our VAT number is 9313 27933. However, should you wish to contact us please direct all enquires to 90a Broomfield Road, Chelmsford, Essex CM1 1SS.

### 3. CONTACT US

If you would like any information about Gillett Morrissey Ltd., and its activities, you can contact us by telephone on 01245 261345 or email at [enquiries@gillettmorrissey.co.uk](mailto:enquiries@gillettmorrissey.co.uk). You can also write to us at the above address.

If you have any queries relating to this Privacy Policy, please contact us in writing at the address shown above.

### 4. POLICY

Gillett Morrissey Ltd. are committed to protecting and respecting your privacy. This policy sets out the basis on which any personal data we collect from you, or that you provide us, will be processed by us. Please read the following carefully to understand our policy and practices regarding your personal data and how we will treat it.

For the purpose of the Data Protection Act 1998, the data controller is Gillett Morrissey Ltd. and our nominated persons are: Mr. P. Gillett – Director and Mr. D. Morrissey – Director.

#### 4.1 How Do We Collect Information

We obtain personal information from you when you are appointed to work for the company. However, it is not normally necessary to obtain **personal** information from our sup-contractors and suppliers although highly confidential information relating to the company is required and therefore the same applies.

#### 4.2 What Information Do We Collect

The personal information we collect might include name, date of birth, email address, postal address, telephone number proof of identity (copy of passport) and bank account details.

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## GILLETT MORRISSEY

### **4.3 How Do We Use This Information**

We will use your personal information for providing you with the services, products or information you have requested. For employees, this information may be used when the need to tender for work is required, but this will not be used unless we have your signed authority to do so. All employees' information will be kept on our HR files, under lock and key, in line with the Data Protection Act requirements.

### **4.4 Your Choices**

We will not use your personal information for marketing purposes or share your information with any third party if you have indicated that you do not wish to be contacted in this manner.

### **4.5 How Do We Protect Your Personal Information?**

We take appropriate measures to safeguard personal information that is disclosed to us and keep it secure, accurate and up to date.

### **4.6 Will We Disclose the Information We Collect To Outside Parties?**

As indicated above, we may pass your information to our service providers, agents and associated organisations for completing tasks and providing services to you.

We may also need to disclose your information if required by law (for example to government bodies and law enforcement agencies) or if we have your permission to do so.

### **4.7 Your Consent**

By providing us with your data, including any sensitive personal data, you consent to the collection and use of this information in accordance with the purposes described above and this privacy policy.

You consent to us using your information to send you communications by electronic means, including by SMS, email and telephone.

### **4.8 Right of Access**

If you have provided us with your personal information, you have the right to ask for a copy of the information we hold about you – this is known as a Subject Access Request. You may also request to have any inaccuracies in your information corrected by writing to us.

### **4.9 Changes**

If your personal details change, please help us to keep your information up to date by notifying us. We may change the terms of this Privacy Policy from time to time. By continuing to use our services any changes will be deemed to have been accepted by you.

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Any changes we may make to our Privacy Policy in the future will be posted on this page and, where appropriate, notified to you by email. Please check back frequently to see any updates or changes to our Privacy Policy.

## 4.10 Monitoring of Telephone Calls

Your telephone calls to us may be recorded and monitored for quality control purposes

## 5. INFORMATION AND CONFIDENTIALITY

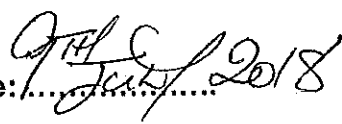
Information received by employees, contractors or agents of the Company will not be used for any personal gain, nor will it be used for any purpose beyond that for which it was given.

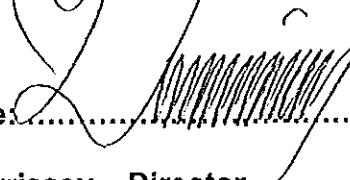
( ) The Company will, at all times, ensure that it complies with all applicable requirements of data protection legislation (including, but not limited to, the Data Protection Act 1998) in force from time to time.

THIS POLICY HAS BEEN APPROVED AND AUTHORISED BY:

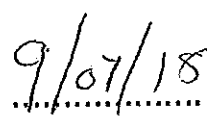
Signature: 

Paul Gillett – Director

Date: 

Signature: 

Dean Morrissey – Director

Date: 

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