

## **BALLYMORE CIVILS LTD**

### **PRIVACY POLICY**

GDPR (also known as the General Data Protection Regulation) is a new European framework for data protection laws. It gives greater protection and rights and will give you more control on how data is stored.

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.

Ballymore Civils Ltd T/A Ballymore Services (BMS) fully support these new regulations and have reflected our commitment to protect your rights and interests in our new privacy policy.

Ballymore Civils Ltd T/A Ballymore Services (BMS) has updated this privacy policy to meet the standards of the new European data protection law, the General Data Protection Regulation (GDPR).

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.

BMS uses the information collected from you to provide quotations, enable email communications and make telephone contact with you.

Some personal data may be collected from you from records of our correspondence and phone calls and details of your visits from our website including but not limited to personally identifying like Internet Protocol (IP) addresses.

#### *Customers, Suppliers and Employee data.*

BMS only collects data that is relevant to the company for accounts, quotations, project management, HR, payroll and pension purposes.

HMRC rules state that BMS must keep accounting records of;

- Personal client, suppliers and employee information
- Supplier and employee bank details,
- Monies received and spent by the company and all relevant paperwork,
- What we pay our employees with all deductions, all relevant reports, holiday and sick leave, tax code notices and taxable benefits.

These records are stored securely and need to be kept for 6 years from the end of the last company financial year they relate to. After this period, they are destroyed.

BMS uses Sage 50 Accounts as its accountancy software and Sage 50 Payroll for payroll. Sage is primarily designed to hold the data BMS needs to perform certain duties and is secured by a

password. We only hold data for customer, suppliers and employees that have given us their information to do so.

This data is shared with third parties like the HMRC and Pension Scheme Providers, but when BMS submit information only the information relevant to the submission is sent.

#### *Consent*

Through agreeing to this privacy policy, you are consenting to BMS processing your personal data for the purposes outlined. You can withdraw your consent at any time by emailing [info@ballymoreservices.com](mailto:info@ballymoreservices.com)

#### *Retention Policy*

BMS will process personal data during the duration of any contract and will continue to store only the personal data needed for six years after the contract has expired to meet any legal obligations. After six years any personal data will be deleted.

#### *Data Storage*

We regularly monitor our system for possible vulnerabilities and attacks, and we carry out testing to identify ways to further strengthen security.

We will only share your information with relevant third parties working on your projects such as sub-contractors who need site delivery and contact details and we treat data with utmost care and take appropriate steps to protect it.

BMS use only password protected software and all staff sign a privacy disclaimer as part of their induction

#### *Your rights as a data subject*

At any point whilst BMS 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 is incorrect or inaccurate.

Right to be forgotten- in certain circumstances you can ask for the data we hold about you to be erased from our records.

*Complaints*

If you wish to make a complaint about how your personal data is being processed by BMS you have the right to complain to:

Ballymore Civils Ltd  
Unit 3 Gortrush Business Centre  
27 Gortrush Industrial Estate  
Great Northern Road,  
Omagh,  
Co. Tyrone, BT78 5EJ  
Telephone: +4428 80761765 or email: [info@ballymoreservices.com](mailto:info@ballymoreservices.com)

If you do not get a response within 30 days, you can complain to the Data Protection Regulator.

Information Commissioners Office

Telephone: 0303 123 1113

This Policy has been approved and authorised by:

Name: Anthony Marley

Position: Managing Director

Date: 22nd January 2020

Due for Review by 22<sup>nd</sup> January 2021