

JORDAN CONCRETE LIMITED AND ARCHITECTURAL STONE LIMITED

DATA COLLECTION, RETENTION AND PRIVACY POLICY

Introduction

Jordan Concrete Limited is a company registered in Northern Ireland under number NI9560 and its registered office is 10 Sheepwalk Road, Lisburn BT27 5PN.

Architectural Stone Limited is a company registered in Northern Ireland under number NI29346 and its registered office is also 10 Sheepwalk Road, Lisburn BT27 5PN.

Jordan Concrete Limited and Architectural Stone Limited may share data between themselves when providing services. This privacy notice sets out how Jordan Concrete Limited and Architectural Stone Limited will process personal data we collect from or about you, or which you provide to us.

Please read this Privacy Policy carefully to understand why data is being collected and what we do with that data once in our possession.

We may change the privacy policy of the terms of business from time to time by amending this page.

What type of information will we collect from you?

The personal information we collect will depend on the nature of the services we are providing and what we are contracted to do for you. Typically this might include the following:

- Contact details (including your name, address and email address)
- Professional information (such as job title, previous positions, and professional experience)
- Banking and financial details (to establish the source or destination of funds where a transaction is involved)

On what basis can we process your information?

The legal grounds for processing your personal data are as follows:

- It is necessary for the performance of a contract to which you are a party, or to take steps prior to entering into a contract with you.
- It is necessary for the purposes of our legitimate interests, except where our interests are overridden by the interests, rights or freedoms of affected individuals (such as you). To determine this we shall consider a number of factors, such as what you were told at the time you provided your data, what your expectations are about the processing of the data, the nature of the data, and the impact of the processing on you.
- It is necessary in order to comply with mandatory legal obligations to which we are subject under EU or UK law.

What we are going to do with your information?

We will hold and use personal information about you in the following ways:

- Verify your identity and establish the source of funding in any transaction.
- Carry out appropriate anti-fraud checks (by conducting online searches using a third party identity provider). Please note that this will not affect your credit rating.
- Communicate with you during the course of providing our services, for example providing you with advice or quotations and dealing with your enquiries and requests.
- Prepare documentation to complete transactions.
- Respond to any complaint or allegation of negligence against us.
- Prevent money laundering or terrorist financing in accordance with financial crime regulations.

How long we keep your data for

We will only retain your information for as long as is necessary to:

- Carry out the contract
- Establish or defend legal claims (for example negligence claims)
- Comply with legal obligations under EU/UK law (anti-money laundering regulations say your identification and source of funds information must be kept for a minimum period from conclusion of the matter).

Typically we will store the information for three years.

Who your information will be shared with

We will not share your information with third parties for marketing purposes.

Security of your data

Your data will be held on secure servers within the European Economic Area ("EEA") with all reasonable technological and operation measures put in place to safeguard it from unauthorised access. Where possible any identifiable information will be encrypted or minimised.

How you can access and update your information

You have a right to request a copy of the personal information we hold about you, known as a data subject access request. You also have the right to request that information we hold about you which may be incorrect, or which has been changed since you first told us, is updated or removed. These requests are free of charge and can be made directly to any of our Directors.

How you can object to us using your data

You can ask us to limit the way in which we are using your information or object to certain types of processing. We will do our best to comply with your request unless we have to use the information for legitimate business or legal purposes.

Please note that if you want us to restrict or stop processing your data this may impact on our ability to provide our services.

Automated decision making

We do not use your information for automated decision making.

Complaints about the use of your personal data

If you wish to raise a complaint on how we have handled your personal data, you can contact us to have the matter investigated by writing to our offices, marked for the attention of the Data Controller.

If you are not satisfied with our response or believe we are processing your personal data not in accordance with the law you can complain to the UK data protection regulator, the Information Commissioner's Office. Further details can be found at www.ico.org.uk or 0303 123 1113.

DATED: 24th MAY 2018