

The Short Version for those in a Hurry...

We know how busy you are and so before you read the document below, which we are legally mandated to provide, here is the short version.

We will only ask you for enough information to be able to facilitate your needs as a client, or prospective client of Edinburgh Construction LTD and make sure that during your visit to www.edinburghconstruction.com, the functionality is second to none.

We will never pass you details on to another person or company without your prior written knowledge.

If you would like to know what information we hold about you, just drop us an email compliance@edinburghconstruction.com, drop us a line, Data Protection Officer, 11 – 13 York Lane, Edinburgh, EH1 3HY, or give us a call 0131 202 0008.

If you would like us to delete your data at any time, again, just drop us an email, drop us a line, or give us a call.

It goes without saying that we keep all of your data on a secure drive.

Now the long version...

Edinburgh Construction LTD understands that your privacy is important, and we care about it as much as you do. We respect and value the privacy of everyone who visits www.edinburghconstruction.com and we only collect and use your personal data as described in this Privacy Policy. Any personal data we collect will only be used as permitted by law.

Please read this Privacy Policy carefully and ensure that you understand it. Your acceptance of this Privacy Policy is required and we will provide you with a check box so you can give your explicit consent.

www.edinburghconstruction.com is operated by Edinburgh Construction LTD, a company registered in Scotland under number SC603404

Registered address: 11 – 13 York Lane, Edinburgh, EH1 3HY

VAT number: 358035788

The data protection officer can be reached by emailing:

Email address: compliance@edinburghconstruction.com

Telephone number: 0131 202 0008

Postal address: 11 – 13 York Lane, Edinburgh, EH1 3HY

What Does This Policy Cover?

This Privacy Policy applies to your use of www.edinburghconstruction.com and also any other interactions that we might have with you and any data that you might give us during those interactions.

What Is Personal Data?

Personal data is defined by the UK GDPR and the Data Protection Act 2018 (collectively, “the Data Protection Legislation”) as ‘any information relating to an identifiable person who can be directly or indirectly identified in particular by reference to an identifier’.

Personal data is, in simpler terms, any information about you that enables you to be identified. Personal data covers obvious information such as your name and contact details, but it also covers less obvious information such as identification numbers, electronic location data, and other online identifiers.

What Are Your Rights?

- Under the Data Protection Legislation, you have the following rights, which we will always work to uphold:
- The right to be informed about our collection and use of your personal data. This Privacy Policy should tell you everything you need to know, but you can always contact us to find out more or to ask any questions using compliance@edinburghconstruction.com or by post to, Data Protection Officer, 11– 13 York Lane, Edinburgh, EH1 3HY
- The right to access the personal data we hold about you.
- The right to have your personal data rectified if any of your personal data held by us is inaccurate or incomplete. Please contact us using compliance@edinburghconstruction.com or by post to, Data Protection Officer, 11– 13 York Lane, Edinburgh, EH1 3HY
- The right to be forgotten, i.e. the right to ask us to delete or otherwise dispose of any of your personal data that we hold. Please contact us compliance@edinburghconstruction.com or by post to, Data Protection Officer, 11– 13 York Lane, Edinburgh, EH1 3HY to find out more.
- The right to restrict (i.e. prevent) the processing of your personal data.
- The right to object to our using your personal data for a particular purpose or purposes.
- The right to withdraw consent. This means that, if we are relying on your consent as the legal basis for using your personal data, you are free to withdraw that consent at any time.
- The right to data portability. This means that, if you have provided personal data to us directly, we are using it with your consent or for the performance of a contract, and that data is processed using automated means, you can ask us for a copy of that personal data to re-use with another service or business in many cases.
- Rights relating to automated decision-making and profiling. We do not use your personal data in this way.

For more information about our use of your personal data or exercising your rights as outlined above, please contact us using the details provided above.

It is important that your personal data is kept accurate and up-to-date. If any of the personal data we hold about you changes, please keep us informed as long as we have that data.

Further information about your rights can also be obtained from the Information Commissioner's Office or your local Citizens Advice Bureau.

If you have any cause for complaint about our use of your personal data, you have the right to lodge a complaint with the Information Commissioner's Office. We would welcome the opportunity to resolve your concerns ourselves, however, so please contact us first, using compliance@edinburghconstruction.com or by post to, Data Protection Officer, 11– 13 York Lane, Edinburgh, EH1 3H

What Personal Data Do You Collect and How?

www.edinburghconstruction.com collects certain information automatically, including your IP address, the type of browser you are using, and certain other non-personal data about your computer or device such as your operating system type or version, and display resolution.

If you send us an email, we may collect your name, your email address, and any other information which you choose to give to us. For the purposes of the Data Protection Legislation, Dawn Frazer, our Compliance Office is the data controller responsible for such personal data.

The lawful basis under the Data Protection Legislation that allows us to use such information is article 6(1) (f) of the UK GDPR which allows us to process personal data when it is necessary for the purposes of our legitimate interests, in this case, the proper operation and functionality of www.edinburghconstruction.com. If you contact us as described above, you will be required to consent to our use of your personal data to contact you. In this case, our lawful basis for using your personal data will be article 6(1) (a) of the UK GDPR, which allows us to use your personal data with your consent for a particular purpose or purposes.

How Do You Use My Personal Data?

Where we collect any personal data, it will be processed and stored securely, for no longer than is necessary in light of the reason(s) for which it was first collected. We will comply with our obligations and safeguard your rights under the Data Protection Legislation at all times.

Any and all emails containing your personal data will be deleted at the cessation of our business together, unless you request us to retain them.

We will not share any of your personal data with any third parties for any purposes other than storage on an email and/or web hosting server.

How and Where Do You Store My Data?

Personal data security is essential to us, and to protect personal data, we take the following measures:

We store your information on a local drive within the UK.

Limiting access to your personal data to those employees, agents, contractors, and other third parties with a legitimate need to know and ensuring that they are subject to duties of confidentiality;

Procedures for dealing with data breaches (the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, your personal data) including notifying you and/or the Information Commissioner's Office when we are legally required to do so.

Do You Share My Personal Data?

We will never share any of your personal data with any third parties, for any purposes, subject to the following exceptions:

You specifically ask us to share your data or for complying with legal obligations, a court order, or the instructions of a government authority.

How Can I Access My Personal Data?

If you want to know what personal data we hold about you, you can ask us for details of that personal data and for a copy of it (where any such personal data is held). This is known as a "subject access request".

All subject access requests should be made in writing and sent to the email compliance@edinburghconstruction.com or by post to, Data Protection Officer, 11– 13 York Lane, Edinburgh, EH1 3HY. We do not charge for a subject access request.

We will respond to your subject access request within 7 of receiving it. Normally, we will aim to provide a complete response, including a copy of your personal data within that time. In some cases, however, particularly if your request is more complex, more time may be required up to a maximum of three months from the date we receive your request. You will be kept fully informed of our progress.

Changes to this Privacy Policy

We may change this Privacy Notice from time to time. This may be necessary, for example, if the law changes, or if we change our business in a way that affects personal data protection.

Any changes will be immediately posted on www.edinburghconstruction.com and you will be deemed to have accepted the terms of the Privacy Policy on your first visit to www.edinburghconstruction.com following the alterations. We recommend that you check this page regularly to keep up-to-date. This Privacy Policy was last updated on 27/06/21