

## Privacy Notice

**Last Modified: 1<sup>st</sup> December 2021**

**Effective Date: 16<sup>th</sup> December 2021**

### Introduction

When you use the services of JAB Site Management Ltd you trust us with your information. We are committed to keeping that trust. That starts with helping you understand our privacy practices. This policy describes the information we collect, how it is used and shared, and your choices regarding this information. JAB Site Management Ltd are committed to protecting and respecting your privacy. This policy (and any other documents referred to on it) sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us. Please read the following carefully to understand our practices regarding your personal data and how we will treat it.

For the purpose of the General Data Protection Regulation, the data controller is JAB Site Management Ltd. a company registered in England and Wales under company number 7961208 and with its address at The Old Carriage Works, Moresk Road, Truro, Cornwall, TR1 1DG.

JAB Site Management Ltd understands that your information is entrusted to us and we are committed to protecting and respecting your privacy. To this end JAB Site Management Ltd complies with data protection legislation. This privacy policy is designed to tell you about our practices regarding the collection, use, storage and disclosure of personal information that we hold about you and which you may provide when either contacting us for an enquiry or registering with us to use or access our services. When we refer to “personal information” in this policy, we mean information that could or has the potential to identify you as an individual or provides information about you. Accordingly, we may hold and use information about you as a customer, a client, or in any other capacity, for example, when you visit a site, complete a form, access our services or speak to us.

### Security of your personal information

We endeavour to protect all information we hold about you by ensuring that we have appropriate security measures in place to prevent unauthorised access, information being lost, destroyed or damaged. We do not use third party organisations to store or process information. Personal information you provide to us is held on a secure network in locked offices wherever possible. Information is kept for as long as is reasonably necessary (the majority of our financial and data records are kept for seven years).

### Information collection

When you contact us to enquire or use our service, we will collect personal information about you to enable us to provide you with the services. Information collected will be kept securely and only accessed processed in accordance with General Data Protection Regulation.

## **Telephone Calls**

Telephone calls to JAB Site Management Ltd and its staff are not monitored or recorded.

## **What personal information do we collect from you when you access our websites?**

We do not collect any personal information when you access our website.

## **The security of information entered via our site and where we store your personal data**

Data transmission over the internet is not completely secure and we cannot guarantee the security of your personal information or other data transmitted to or from us; any such transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to secure your data and to try to prevent unauthorised access.

## **How do we use your personal information provided through our site?**

We do not collect personal information through our website, however we do obtain your personal information through emails, correspondence and telephone calls. This information will be kept confidential and secure and only used in connection with JAB Site Management Ltd services for the purpose for which it was collected and in accordance with our requirements under data protection legislation guidelines. Any personal information you provide will be held for as long as is reasonably necessary having regard for the purpose for which it was collected.

## **We may use your personal data for some or all of the following reasons:**

- To provide JAB Site Management Ltd services and to allow you to ensure that content from our site is presented in the most effective manner for you;
- To provide you with information, and services that you request from us or which we feel may interest you, where you have consented to be contacted for such purposes;
- To carry out our obligations arising from any contracts entered into between you and us;
- To notify you about changes to our service.

## **Cookies**

In line with General Data Protection Regulation, UK law requires website operators to ask for a user's permission when placing certain kinds of cookie on their devices for the first time. We do not place cookies on users' devices.

## **Marketing**

JAB Site Management Ltd does not use web-based marketing.

### **Third Party Websites**

Our site does not contain links to other sites.

### **Fraud**

Information may be disclosed to others with a view to preventing fraud or to assist in police investigations in line with the General Data Protection Regulation.

### **CCTV**

JAB Site Management Ltd premises are surveyed by CCTV for the purpose of security and images and footage may be retained for a limited period.

### **Accessing and updating your information**

You have the right to access information held about you. Your right of access can be exercised in accordance with General Data Protection Regulation. At any time you can request a copy of the information that we hold about you, including copies of your medical records (where relevant), by contacting:

Data Protection Officer  
JAB Site Management Ltd Limited  
The Old Carriage Works, Moresk Road, Truro, TR1 1DG

If your details change or are incorrect please let us know.

### **Changes to our Privacy Statement**

We keep our privacy policy under regular review and as a result it may be amended from time to time without notice. As a result, we encourage you to review this privacy statement regularly. If you have any questions in relation to our privacy statement, please contact:

Data Protection Officer  
JAB Site Management Ltd Limited  
The Old Carriage Works, Moresk Road, Truro, TR1 1DG