
ARTIC BUILDING SERVICES LIMITED - DATA PROTECTION PRIVACY NOTICE (FOR CLIENTS, SUPPLIERS AND SUB CONTRACTORS)

This notice explains what personal data (information) we hold about you, how we collect it, and how we use and may share information about you during your employment and after it ends. We are required to notify you of this information under data protection legislation. Please ensure that you read this notice (sometimes referred to as a 'privacy notice') and any other similar notice we may provide to you from time to time when we collect or process personal information about you.

Who Collects the Information

Artic Building Services Ltd ('Company') is a 'data controller' and gathers and uses certain information about you.

Data Protection Principles

We will comply with the data protection principles when gathering and using personal information, as set out in our Data Protection Policy.

About the Information We Collect and Hold

What Information

We may collect the following information up to set up an account with you for the purpose of trading:

- Contact name and details (i.e. email address, work and mobile phone numbers); and
- Details of your referees.

We may collect the following additional information in the event you are a sole trader:

- National insurance number;
- Home address and home phone number (if your business is registered there);
- Personal bank details (if you do not have a business account);
- Credit check information relating to a check of your financial status;
- Information regarding your academic and professional qualifications;
- CSCS Card Number; and
- Copies of insurance and accreditation certificates.

You are required in order to enter into a trade partnership to provide the categories of information detailed above to us to enable us to verify your suitability for trading with us.

How We Collect the Information

We may collect this information from you, your referees (details of whom you will have provided), your education provider and relevant professional bodies or financial credit scoring systems (i.e. CreditSafe Business Solutions).

Why We Collect the Information and How We Use It

We will typically collect and use this information for the following purposes (other purposes that may also apply are explained in our Data Protection Policy):

- to take steps to enter into a trading contract;
- for compliance with a legal obligation (i.e. our obligation to check that you are eligible to work in the United Kingdom);
- for the performance of a task carried out in the public interest; and
- for the purposes of our legitimate interests, but only if these are not overridden by your interests, rights or freedoms.

We seek to ensure that our information collection and processing is always proportionate. We will notify you of any material changes to information we collect or to the purposes for which we collect and process it.

How We May Share the Information

We may also need to share some of the above categories of personal information with other parties, such as the HMRC, H&S consultants and professional advisers. Usually, information will be anonymised but this may not

always be possible. We may also be required to share certain information with our supply chain (i.e. for deliveries, sub contractors or couriers etc.) The recipient of the information will be bound by confidentiality obligations. We may also be required to share some personal information as required to comply with the law.

Where Information May Be Held

Information may be held at our offices and those of our group companies, and third party agencies, service providers, representatives and agents as described above.

How Long We Keep Your Information

We keep the personal information that we obtain about you during the trading relationship and for no longer than is necessary for the purposes for which it is processed.

We will keep all Client, supplier and sub contractor account information for no longer than is reasonable, taking into account the limitation periods for accounting records, after which they will be destroyed. If there is a clear business reason for keeping accounting records for longer than the recruitment period, we may do so but will first consider whether the records can be pseudonymised, and the longer period for which they will be kept.

Further details on our approach to information retention and destruction are available in our Data Protection Policy that gives these details.

Your Rights to Correct and Access Your Information and to Ask For it to Be Erased

Please contact one of our Data Protection Officers (DPO), Molly McGranaghan who can be contacted by email (customerservices@articbuildingservices.com) or telephone (0345 308 2300) if (in accordance with applicable law) you would like to correct or request access to information that we hold relating to you or if you have any questions about this notice. You also have the right to ask our Data Protection Officers for some but not all of the information we hold and process to be erased (the 'right to be forgotten') in certain circumstances. Our Data Protection Officers will provide you with further information about the right to be forgotten, if you ask for it.

Keeping Your Personal Information Secure

We have appropriate security measures in place to prevent personal information from being accidentally lost, or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

How to Complain

We hope that our Data Protection Officers can resolve any query or concern you raise about our use of your information. If not, contact the Information Commissioner at ico.org.uk/concerns/ or telephone: 0303 123 1113 for further information about your rights and how to make a formal complaint.

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