

## PRIVACY POLICY

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This privacy policy sets out how GBF Construction uses and protects any information that it gathers, either from our website or through email communication with the industry.

GBF Construction is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using this website, then you can be assured that it will only be used in accordance with this privacy statement.

GBF Construction may change this policy from time to time by updating this page. If we make changes to our policy we will inform those we hold data on. This policy is effective from 25th May 2016.

### **Who is collecting the data? :**

The data is collected by GBF Construction. The data will never be passed on to any third parties.

### **What we collect :**

We may collect the following information:

- Name, job title and organisation
- Contact information including email address, telephone number and postal address

### **What we do with the information we gather :**

We require this information to be able to contact you with client information, press releases, events etc. and provide you with a better service.

### **Timely Processing :**

We will not keep personal data longer than is necessary for the purpose or purposes for which it was collected. We will take all reasonable steps to destroy, or erase from our systems, all data which is no longer required.

### **Security :**

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure information we collect.

### **Legal basis for processing your data :**

We will process your data under one or more of the following legal bases:

Consent – Should you sign up for any kind of communication via our website

Legitimate interests – At times we may feel that it is in your legitimate interest that we contact you. We will participate in business-to-business communication. We believe our correspondence would be in line with your reasonable expectations and would not have an unwarranted impact on you. However you will always have the right to object or opt out.

### **Consent/controlling your personal information :**

By consenting to this privacy notice you are giving us permission to process your personal data specifically for the purposes identified.

You will always have the opportunity to 'unsubscribe' by clicking on this link at the end of email correspondence. We will ensure that we make every possible effort to remove your data on receipt of this request.

### **Disclosure**

We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so.

You may request details of personal information which we hold about you under the Data Protection Act 1998.