

WILLIAM GRAY CONSTRUCTION LTD

PRIVACY POLICY

INTRODUCTION

William Gray Construction Ltd has a long-standing commitment to safeguard the privacy of information entrusted to it.

The privacy principles set out below are intended to tell you (the 'User') how William Gray Construction Ltd collects, uses, and distributes user information via this website www.williamgray.co.uk ('Site'). This statement does not cover information collected from other sources.

By providing your data to William Gray Construction Ltd, you give your consent to the use of your personal information for the purposes only as described in this privacy policy.

HOW WE USE YOUR PERSONAL INFORMATION

William Gray Construction Ltd may collect information about you through the William Gray Construction Ltd website as follows, this being your name, email address and telephone number (if provided), where:

- *you complete any questionnaire or request for company information from the website or otherwise submit any comments or queries to us through the website.*

In general terms, we collect and use personal information to:

- *deliver our services and meet our legal responsibilities*
- *verify your identity where this is required*
- *contact you by post, email or telephone*
- *understand your needs and how they may be met*

DISCLOSURE OF YOUR PERSONAL INFORMATION

Without the User's consent, William Gray Construction Ltd will not sell, trade, or disclose the User's personal information to third parties. However, William Gray Construction Ltd may disclose information to any or all of the following third parties:

- *any contractor appointed by us to process that information on our behalf, including (but not limited to) any such contractor to which we have outsourced the operation of any part of our business or business infrastructure or which we have appointed to provide services to support any part of our business or its infrastructure;*
- *any third party to which we are legally obliged to disclose your personal information, including but not limited to the police or any court of competent jurisdiction; and*
- *our professional advisers for the purposes of taking advice about our rights and obligations.*

- ***OUTSIDE LINKS***

The Site may contain direct links or hyperlinks to websites that are maintained by third parties. When utilising such a link, the User is leaving the Site, therefore, William Gray Construction Ltd has no control over, does not endorse, and shall not be held liable for, the quality, operation, reliability, compliance with laws, ethics, business practices, nor content of such third party websites, or for any product or service advertised or provided therein.

Any transactions with such third parties, including the provision of information from the User is strictly at the User's own risk. William Gray Construction Ltd expressly disclaims all liability arising from the User's access of, and for the content contained within or through, any such third party website.

DATA RETENTION

William Gray Construction Ltd will not retain a User's personal information longer than is necessary for the purpose for which the information was collected.

SECURING YOUR DATA

Where William Gray Construction Ltd discloses your personal information to third parties for these purposes, the third parties in question will be obligated to use that personal information in accordance with the terms of this privacy statement.

William Gray Construction Ltd will take technical and organisational precautions to prevent the loss, misuse or alteration of your personal information. William Gray Construction Ltd will store all the personal information you provide on secure servers.

Notice of Breach of Security: If a security breach causes an unauthorised intrusion into our system that affects you, William Gray Construction Ltd will notify you as soon as possible and report necessary action that was taken.

YOUR RIGHTS

Access to your information – You have the right to request a copy of the personal information about you that we hold.

Correcting your information – We want to make sure that your personal information is accurate, complete and up to date and you may ask us to correct any personal information about you that you believe does not meet these standards.

Deletion of your information – You have the right to ask us to delete personal information about you where:

- a) You consider that we no longer require the information for the purposes for which it was obtained.
- b) We are using that information with your consent and you have withdrawn your consent – see *Withdrawing consent to using your information* below.
- c) You have validly objected to our use of your personal information – see *Objecting to how we may use your information* below.
- d) Our use of your personal information is contrary to law or our other legal obligations.

Objecting to how we may use your information – You have the right at any time to require us to stop using your personal information for direct

marketing purposes. In addition, where we use your personal information to perform tasks carried out in the public interest or pursuant to the legitimate interests of us or a third party then, if you ask us to, we will stop using that personal information unless there are overriding legitimate grounds to continue.

Restricting how we may use your information – in some cases, you may ask us to restrict how we use your personal information. This right might apply, for example, where we are checking the accuracy of personal information about you that we hold or assessing the validity of any objection you have made to our use of your information. The right might also apply where this is no longer a basis for using your personal information but you don't want us to delete the data. Where this right to validly exercised, we may only use the relevant personal information with your consent, for legal claims or where there are other public interest grounds to do so.

Automated processing – if we use your personal information on an automated basis to make decisions which significantly affect you, you have the right to ask that the decision be reviewed by an individual to whom you may make representations and contest the decision. This right only applies where we use your information with your consent or as part of a contractual relationship with you

Withdrawing consent using your information – Where we use your personal information with your consent you may withdraw that consent at any time and we will stop using your personal information for the purpose(s) for which consent was given.

Please contact us in any of the ways set out in the *Contact information and further advice* section if you wish to exercise any of these rights.

CHANGES TO OUR PRIVACY STATEMENT

William Gray Construction Ltd will keep this privacy statement under regular review and will place any updates on this website. Paper copies of the privacy statement may also be obtained please refer to *the Contact information and further advice* section.

This privacy statement was last updated in May 2018.

COOKIES

A cookie is a small file which asks permission to be placed on your computer. Once you agree, the file is added and the cookie helps analyse web traffic or lets you know when you visit a particular website. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences.

We use traffic log cookies to identify which pages are being used. This helps us analyse data about web page traffic and improve our Website by tailoring it to the needs of users. We only use this information for statistical analysis purposes. We use Google Analytics for this service, their private policy can be viewed by clicking the following link [Google privacy policy](#).

Overall, cookies help us provide a better website by enabling us to monitor which pages users find useful and which they don't. A cookie does not give us access to a user's computer or any information about them, other than the data they choose to share with us.

The browsers of most computers, smartphones and other web-enabled devices are usually set up to accept cookies. If your browser preferences allow it, you can configure your browser to accept all cookies, reject all cookies, or notify you when cookies are set. Each browser is different, so check the "Help" menu of your browser to learn about how to change your cookie preferences.

However, please remember that cookies are often used to enable and improve certain functions on our website. [If you choose to switch certain cookies off, it will affect how our website works and you may not be able to access all or parts of our website.]

You can set your browser to refuse all or some browser cookies, or to alert you when websites set or access cookies. If you disable or refuse cookies, please note that some parts of this website may become inaccessible or not function properly.

For further details on cookies (including how to turn them off) can be found at www.allaboutcookies.org.

CONTACT INFORMATION AND FURTHER ADVICE

If, at any time, you wish to verify, update, amend or withdraw consent of the personal information you have provided to William Gray Construction Ltd, you can do so online by sending an email for the attention of the Data Protection Officer, to info@williamgray.co.uk

Alternatively, you can write to: Data Protection Officer, William Gray Construction Ltd, 11-13 Henderson Drive, Inverness IV1 1TR. Verification, updating or amendment will take place upon receipt of request.

COMPLAINTS

William Gray Construction Ltd seek to resolve directly all complaints about how we handle personal information but you also have the right to lodge a complaint with the Information Commissioner's Office:

Online: <https://ico.org.uk/global/contact-us/email/>

By phone: 0303 123 1113

By post: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, SK9 5AF