

# Privacy Policy

At Stevens Construction Ltd we are committed to respecting the privacy of all visitors to our website, our clients and contacts. Please read the following privacy policy to understand how we use and protect the information that you provide to us or that we obtain or hold about you and to understand what your rights are in relation to information that we hold.

## What information do we process?

### From our website

You may choose to provide personal information to us when you register with the website e.g. to request that we contact you. You may be asked to provide certain information about yourself including your name, title, postal address, telephone number and/or email address.

### Automatically

We do not currently make use of cookies. In the future we may use them to collect information automatically about your usage of our websites using cookies and other technology (for full details of what we might use in the future, see the section below on "Cookies"). To that effect, we might use your IP address (a series of numbers that identifies a computer on the internet) to collect, among other things, internet traffic data and data regarding your browser type and computer. If you do not want to receive cookies, you may reject them by using your browser settings (for help with how to do this see the section below on "Cookies").

### From third parties

We may also receive information about you from third parties. Our website may include links to third-party websites. It is important to remember that when you follow a link to any of these websites or leave to use the services of a third-party website, this Privacy Policy will not apply.

## How do we collect this information?

We may collect personal data from you in the following ways:

- when you make an enquiry
- when you contact us in person, over the telephone, by email, by post or social media
- when you apply for our services
- in customer surveys
- when you use our services

We may collect your personal data from third parties we work with including:

- companies that introduce you to us
- suppliers of materials and equipment
- trade contractors
- social networks

## **How do we use this information?**

- to provide information that you may request regarding the services that we offer
- to contact you to in relation to the contract we are about to enter or already entered
- to comply with our statutory and regulatory obligations
- to verify your identity before tendering
- to administer your application for a vacancy
- to deal with your feedback, query or complaint
- to contact you for your views on our services

We also use your information to administer, support, improve and develop our business generally and to enforce our legal rights.

## **Processing grounds**

We must have a lawful basis for processing your information; this will vary on the circumstances of how and why we have your information, but typical examples include:

- you have given consent for us to process your information e.g. in relation to certain marketing activities
- we are carrying out necessary steps in relation to a contract to which you are party or prior to you entering into a contract e.g. because you wish to instruct us to carry out contractual work

## **Marketing**

If you become a client of Stevens Construction Ltd, we may use your personal information to send you information that we think may be of interest to you or your business.

You will be given an opportunity to tell us whether or not you wish to receive direct marketing materials and communications from us either at the time you submit or provide your details to us and/or within the communication itself.

If you do not wish to receive any direct marketing material or communications after you submit or provide your details, please contact us using the details below.

If you change your mind about being contacted by us in the future, or change address, or if any information that we hold about you is inaccurate or out-of-date, please let us know by: emailing us or writing to us. We may need to check your identity before amending your information.

## **Disclosure of your information**

Some of the information you provide to us will be held on our computers in the UK and will only be accessed by or given to our staff working in the UK.

We may also transfer your information to other organisations or professional advisers with whom we are working on client matters or to whom we are referring you for additional or separate advice.

We will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this privacy policy.

## **Protection of your information**

We have in place administrative, technical and physical measures on our website and internally designed to guard against and minimise the risk of loss, misuse or unauthorised processing or disclosure of the personal information that we hold.

We keep your personal information no longer than is necessary for the purpose for which it was collected.

## **Your rights**

You have certain rights in relation to your personal information, although those rights will not apply in all cases or to all information that we hold about you. For example, we may need to continue to hold and process information to establish, exercise or defend our legal rights. We will tell you if the rights will not apply if this is the case when you contact us.

You have the right to request that we:

- Provide you with a copy of your personal information that we hold
- Update your personal information where it is out-of-date or incorrect
- Delete personal information that we hold
- Restrict the way in which we process your information
- Consider any valid objections to our processing of your personal information
- Provide information you have given to us to a third-party provider of services (where our lawful basis for processing is consent and where processing is automated)

We will respond to your request (including providing information on whether the rights apply in the circumstances) within the applicable statutory time period. If we are not sure of your identity, we may require you to provide further information for us to confirm who you are.

## **Changes to this policy**

We may make changes to this policy from time to time as our business and internal practices and/or applicable laws change. We will not make any use of your personal information that is inconsistent with the original purpose(s) for which it was collected or obtained (if we intend to do so, we will notify you in advance wherever possible) or otherwise than is permitted by applicable law.

## **Cookies**

Cookies, also known as browsers or tracking cookies, are small text files that are added to your computer when you visit a website. They help websites to perform certain functions e.g. to know who you are if you log into a restricted part of a website, for shopping carts, and for tracking purposes.

We may decide to use cookies on our website in the future.

## **Manage cookies**

If we do decide to use cookies in the future, shortly after arriving at our website we will add an 'opt-in' tracking cookie to your computer unless you specify otherwise. If you would like to opt-in or opt-out of using cookies then you can do so by using your cookie settings. You can review your cookie settings at any time.

If you do opt-out then an opt-out preference cookie will be added to your computer, however if you delete all your cookies or use a different device then you will need to set your cookie preference again.

If this is your first visit and you navigate away from this website page without specifying your cookies preference then, if we decide to use cookies in the future, an 'opt-in' tracking cookie will be added to your computer.

Please note that you cannot opt-out of the deployment of cookies that are necessary for delivery of our website or services to visitors.

If we decide to use cookies in the future, you will receive an on-screen warning before cookies are saved to your browser.

## **How to contact us**

If you would like to get in touch to discuss this policy, how we use your personal information, to exercise your rights or to provide feedback or make a complaint about use of your information, please contact us as follows:

Stevens Construction Ltd  
The Coach House  
Benover Road  
Yalding  
Kent ME18 6AS

Tel: 01892 730634

Email: [info@stevensconstruction.co.uk](mailto:info@stevensconstruction.co.uk)