

CPUK

Privacy Notice

Last Updated 25th May 2018

Privacy Notice

This privacy notice tells you what to expect when Construction Partnership UK Ltd collects personal information. It applies to information we collect about:

- people who use our services, e.g. past and present clients, potential clients and other contracting professionals;
- People on our marketing database
- People who subscribe to our newsletters or social media feeds
- People who contact us via social media
- We use a third-party provider, Mailchimp to manage our marketing emailing services.
- We use a third-party provider, Hootsuite to manage our social media interactions.

People who use our services

What will we do with the information you provide to us?

All of the information you provide will be used solely by our marketing and accounts department for correspondence and accounting purposes.

We will not share any of the information you provided with any third parties for marketing purposes or store any of your information outside of the European Economic Area. The information you provide will be held securely by us and/or our data processors whether the information is in electronic or physical format

Access to personal information

CPUK tries to be as open as it can be in terms of giving people access to their personal information. Individuals can find out if we hold any personal information by making a 'subject access request' under the Data Protection Act 1998. If we do hold information about you we will:

- give you a description of it;
- tell you why we are holding it;
- tell you who it could be disclosed to; and
- let you have a copy of the information in an intelligible form.

To make a request to CPUK for any personal information we may hold you need to put the request in writing addressing it to HR Department.

If you agree, we will try to deal with your request informally, for example by providing you with the specific information you need over the telephone.

The information we collect

We may collect and process the following data about you:

- Information that you provide by filling in forms on our site at www.cpukgroup.co.uk (our "Website"). This includes information provided when

ordering from us or completing our newsletter form. This typically includes your name, your organisation's name, and email address.

- If you contact us, we may keep a record of that correspondence.
- The CPUK Group may ask you to complete surveys that we use for research purposes, although you do not have to respond to them.
- Details of your visits to our site including, but not limited to, web server statistics, traffic data, location data and details of the web pages and resources that you access.

Our use of IP addresses and cookies

We may collect information about your computer, including where available your IP address, operating system and browser type, for system administration and to analyse aggregate information. This is statistical data about our users' browsing actions and patterns and does not identify any individual.

For the same reason, we may obtain information about your general internet usage by using a cookie file which is stored on the hard drive of your computer. Cookies contain information that is transferred to your computer's hard drive. They help us to improve our site and to deliver a better and more personalised service. They enable us:

- To estimate our audience size and usage pattern.
- To store information about your preferences, and so allow us to customise our site according to user needs.
- To speed up your searches.
- To recognise you when you return to our site.

You may refuse to accept cookies by activating the setting on your browser which allows you to refuse the setting of cookies. Unless you have adjusted your browser setting so that it will refuse cookies, our system will issue cookies when you log on to our site.

How we protect your information

All information you provide to us is stored on our secure servers. Where we have given you (or where you have chosen) a password which enables you to access certain parts of our site, you are responsible for keeping this password confidential. We ask you not to share a password with anyone.

Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of data that you transmit to our site; any transmission is therefore at your own risk. Once we have received your information, we will use strict internal procedures and security features to try to prevent unauthorised access.

We also keep your information confidential. The internal procedures of CPUK Group cover the storage, access and disclosure of your information.

How we use your information

We use information held about you in the following ways:

- To provide you with information, products or services which we feel may interest you, where you have consented to be contacted for such purposes.



We may also use your data to provide you with information about goods and services which may be of interest to you and we may contact you about these by email, post or telephone.

If you do not want us to use your data in this way, please [contact us](#).

When we might disclose your data to third parties

We may disclose your personal information to third parties in a very limited number of circumstances:

- Where we engage the business services of a third party to provide services directly to CPUK Group. For example, we may use a mailing house to email promotional materials such as our email newsletter. Rest assured that any third parties are strictly prohibited from using your personal data for any other purposes.
- In the event that we sell or buy any business or assets, in which case we may disclose your personal data to the prospective seller or buyer of such business or assets.
- If CPUK Group or substantially all of its assets are acquired by a third party, in which case personal data held by it about its customers will be one of the transferred assets.
- If we are under a duty to disclose or share your personal data in order to comply with any legal obligation, or in order to enforce or apply our terms of use and other agreements; or to protect the rights, property, or safety of CPUK Group, our customers, or others. This includes exchanging information with other companies and organisations for the purposes of fraud protection and credit risk reduction.

How long is the information retained for?

- We will keep your contact details on file for as long as you use our services or are happy to remain on our database. You can be removed from our database at any point by contacting marketing@cpukgroup.co.uk

People who email us

- We will also monitor any emails sent to us, including file attachments, for viruses or malicious software. Please be aware that you have a responsibility to ensure that any email you send is within the bounds of the law.

Your Rights

You have the right to ask us not to process your personal data for marketing purposes. We will usually inform you (before collecting your data) if we intend to use your data for such purposes. You can exercise your right to prevent such processing by checking certain boxes on the forms we use to collect your data. You can also exercise the right at any time by [contacting us](#).

Our site may, from time to time, contain links to and from the websites of our clients and affiliates. If you follow a link to any of these websites, please note that these websites have their own privacy policies and that we do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data to these websites.



The Act gives you the right to access information held about you. Your right of access can be exercised in accordance with the Act. Any access request may be subject to a fee of £10 to meet our costs in providing you with details of the information we hold about you.

This privacy notice was drafted with brevity and clarity in mind. It does not provide exhaustive detail of all aspects of CPUK's collection and use of personal information. However, we are happy to provide any additional information or explanation needed. Any requests for this should be sent to the address below.

Complaints or queries

CPUK tries to meet the highest standards when collecting and using personal information. For this reason, we take any complaints we receive about this very seriously. We encourage people to bring it to our attention if they think that our collection or use of information is unfair, misleading or inappropriate. We would also welcome any suggestions for improving our procedures.

Your consent

By submitting your information, you consent to the use of that information as set out in this policy. If we change our privacy policy we will post the changes on this page and may place notices on other pages of the Website, so that you may be aware of the information we collect and how we use it at all times. We will also e-mail you should we make any changes so that you may consent to our use of your information in that way. Continued use of the service will signify that you agree to any such changes.

Disclosure of personal information

In many circumstances we will not disclose personal data without consent. However, when we investigate a complaint, for example, we will need to share personal information with the organisation concerned and with other relevant bodies.

Changes to this privacy notice

We keep our privacy notice under regular review. This privacy notice was last updated on 25th May 2018.

Contact Details

If you want to request information about our privacy policy you can e-mail us at mail@constructionpartnership.co.uk or write to:

Construction Partnership UK Ltd
Chadwick House
Maple View
White Moss Business Park
Skelmersdale
Lancashire
WN8 9TD