

Privacy Notice

Introduction

Carney Consultancy Ltd collects and processes information, and/or personal data, relating to its suppliers/clients to manage the working relationship. This personal information may be held by Carney Consultancy Ltd on paper or in electronic format.

Carney Consultancy Ltd is committed to being transparent about how it handles your information, to protecting the privacy and security of your information and to meeting its data protection obligations under the General Data Protection Regulation (“GDPR”) and the Data Protection Act 2018. The purpose of this privacy notice is to make you aware of how and why we will collect and use your information both during and after your working relationship with Carney Consultancy Ltd. We are required under the GDPR to notify you of the information contained in this privacy notice. This privacy notice applies to all current and former suppliers/clients. It is non-contractual and does not form part of any other contract for services. Carney Consultancy Ltd has appointed a data controller to oversee compliance with this privacy notice. If you have any questions about this privacy notice or about how we handle your information, please contact Angela Carney at Carney Consultancy Ltd.

Under the GDPR, there are six data protection principles that Carney Consultancy Ltd must comply with. These provide that the personal information we hold about you must be:

1. Processed lawfully, fairly and in a transparent manner.
2. Collected only for legitimate purposes that have been clearly explained to you and not further processed in a way that is incompatible with those purposes.
3. Adequate, relevant and limited to what is necessary in relation to those purposes.
4. Accurate and, where necessary, kept up to date.
5. Kept in a form which permits your identification for no longer than is necessary for those purposes.
6. Processed in a way that ensures appropriate security of the data.

Carney Consultancy Ltd is responsible for, and must be able to demonstrate compliance with, these principles. This is called accountability.

Where your data is held

Your personal data is held on secure servers operated by Carney Consultancy Ltd. We do not transfer your data outside the European Economic Area (EEA) and we comply with the protection offered to you under the Data Protection Act 1998.

Data Security

Personal data is collected and stored securely subject to stringent security measures and is protected against misuse.

The information we collect

The information we collect will depend entirely on our relationship with you as a client/supplier. We do not pass information to third parties in order to protect your confidentiality unless you have given consent for us to do so.



Suite 2
The Smokehouse
7 & 8 Clifford's Fort
The Fish Quay, North Shields
Tyne & Wear, NE30 1JE

Tel - 0191 296 36 52
www.carneyconsultancy.co.uk
info@carneyconsultancy.co.uk

If you are a customer or supplier

If you are a customer or supplier the information we will collect will be that which we require to process the relevant information within the confines of our contract.

We collect name and contact details, payment details where appropriate and in addition, we ask you to supply information about the type of person or organisation you are so we understand your relationship with Carney Consultancy Ltd so as to tailor future communications to you.

We hold this information on paper securely in our office and/or on our secure server and/or within our accounting software as an account record for you. This information includes;

- Company Name
- Company Address
- Company registration information
- VAT number/status
- Company Buyer / Sales / Accounts / Key employee contact information
- Telephone / Fax numbers
- Email address
- Details of orders placed with you
- Suppliers' relevant bank details in order to process online payments
- Details of payments made
- Details of transactions queried and the outcome
- Trading reference requests
- Details of your products or services

Further information which may be retained as part of our contract may include the following;

- Accident Records
- Accident Investigations
- Witness Statements
- Training Records
- National Insurance Identification
- Peoples Date of Births

Access to your information (Your Rights)

You have the right to ask for a copy of the personal information Carney Consultancy Ltd holds about you and to correct any inaccuracies in that information.

- **Right to fair processing of information and transparency over how we use your personal information** – we are required to inform you why we want to gather your personal information, what we will do with it, who it will be shared with and how long it will be kept for. That information is set out in this privacy notice, but if you require any further information please don't hesitate to contact us.
- **Right to request a copy of your information** – you can request a copy of your information which we hold (this is known as a 'subject access request'). If you would like a copy of some or all of this information please contact us with proof of your identity and let us know what information you would like. We must provide this information to you in a commonly used and machine readable format.
- **Right to require us to correct any mistakes in your information** – you can require us to correct any information which we hold. If you would like to do this, please contact us to let us know the information that is incorrect and what it should be replaced with.



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- **Right to ask us to stop contacting you with direct marketing** – you can ask us to stop contacting you for direct marketing purposes at any time. If you would like to do this, please contact us and let us know what method of contact (one or all) you are not happy with.
- **Right to restrict processing** – you can ask us to suspend the processing of your personal data in certain circumstances, for example, if you have notified us there is a mistake in the information we hold about you, you may ask us to suspend processing until that mistake is rectified.
- **Right to erasure** – otherwise known as ‘the right to be forgotten’ – you can ask us to delete or remove your personal data from our systems where there is no compelling reason for us to continue processing it.

If you are a customer, client or supplier and have any questions regarding your personal details and their use or for a copy of all the information we hold on you, please contact Carney Consultancy Ltd on 0191 2963652 or email info@carneyconsultancy.co.uk

E-Newsletters

Our e-newsletters will be used to inform you of news relating to upcoming training, safety bulletins, news about Carney Consultancy and other construction related topics. Our subscription lists will not be sold, rented or leased to any third-parties. You can remove your name from the subscription lists at any time by contacting us or clicking on the unsubscribe link within the e-newsletter.



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