



Crawford & Co.
Construction Ltd.

Privacy Policy

We take data privacy very seriously and recognise the importance of protecting and respecting your personal data. We aim to be transparent and provide accessible information to individuals about how we will use their personal data. This privacy policy explains how we use any personal information we collect about you.

What information do we collect?

We collection information from you if:

- ❖ You submit an enquiry form from our contact us page
- ❖ We collect the information directly from you during a telephone call or meeting
- ❖ We are working with you on a project

The only data we collect is supplied by you.

What we use your information for?

Any information we collect from you may be used in the following ways:

- ❖ To respond via supplied contact details regarding your enquiry (email, telephone or post)
- ❖ We will use your sensitive personal data to enable us to provide you our services or if we need to comply with legal obligation.

How do we protect your information?

Your data is stored securely and adheres to GDPR Regulation.

Submitted enquiries (from our contact page)

Data is not stored on our website. The recipient computer/device email client is password encrypted.

We have implemented generally accepted standards of technology and operational security in order to protect personal data from loss, misuse, or unauthorised alteration or destruction. We will notify you promptly in the event of any breach of your personal data which might expose you to serious risk.

Do we disclose any information to outside partners?

We do not sell, trade or otherwise transfer information to outside parties. This does not include trusted third parties who assist us in operating our website, conducting our business or servicing you. Such trusted third parties may have access to personally identifiable information on a need-to-know basis and will be contractually obliged to keep your information confidential. We may also release your information when we believe release is appropriate to comply with the law, enforce our site policies, HMRC and other regulatory authorities or protect ours or other rights, property or safety.



ADDRESS: 115 Walton Street, Oxford, OX2 6AJ
COMPANY REGISTRATION NUMBER: 08702102
EMAIL: info@crawfordconstruction.co.uk
OFFICE: 01865 554333
Registered Office: 2 Meadow Court, High Street,
Witney, Oxford OX28 6ER

www.crawfordconstruction.co.uk



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How long do we keep your data?

We will only keep your personal data for as long as is required to complete the purpose for which we collect it. We may retain your data to satisfy any legal, accounting or reporting requirements. You have the right to request us to delete your personal data we hold about you in certain circumstances.

Your rights

You have the right under GDPR:

- To access your personal data
- To be provided with information about how your personal data is processed
- To have your personal data corrected
- To have your personal data erased in certain circumstances
- To object to or restrict how your personal data is processed

You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all of your personal information, please email (info@crawfordconstruction.co.uk) or write to us at 115 Walton Street, Oxford, OX2 6AJ. We may make a small charge for this service.

Keeping your data up to date

We have a duty to keep your data accurate and current, so periodically we will contact you to ask you to confirm your personal data is accurate and current. Please advise us of any changes to your personal data (such as a change of address) as soon as possible in writing or by email.

Other websites

Our website contains links to other websites. This privacy policy only applies to this website so when you link to other websites you should read their own privacy policies.

Changes to our privacy policy

We will keep our privacy policy under regular review and we will place any updates on this web page. This privacy policy was last updated on 25th May 2018.

How to contact us

Please contact us if you have any questions about our privacy policy or information we hold about you:

- By email: info@crawfordconstruction.co.uk
- Or write to us at: 115 Walton Street, Oxford, OX2 6AJ



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Complaints

You have the right to take any complaints about how we process your personal data to the information commissioner:

<https://ico.org.uk/concerns/>

0303 123 1113

Information Commissioners Office

Wycliffe House

Water Lake

Wilmslow

Chesham

SK9 5AF

If you have a complaint we would appreciate if you contact us in the first instance to see if we can try to resolve it for you.



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