

Privacy Policy

Hunter Mason is registered under the Data Protection Act 1998. In view of the changes to privacy laws on 25th May 2018 we have updated our Privacy Policy in line with the General Data Protection Regulation (GDPR).

Hunter Mason is a registered a company in England and Wales (Company Registration No: **11840095**).

We are committed to maintaining the trust and confidence of all visitors to our website. In particular, we advise you that we **will not** share your personal information for marketing or any other purpose and this Privacy Policy provides detailed information on when and why we collect your personal information, how we use it, the limited conditions under which we may disclose it to others and how we will always keep it secure.

Introduction

This Privacy Policy tells you all about our policies regarding the information that we record about you when you visit our website. It sets out the conditions under which we may process any information that we collect from you, or that you provide to us through this website. It covers both information that could be used to identify you (personal information) and any information that could not. In the context of the law and this Privacy Policy, when we say 'process' we mean collect, store, use or otherwise act on information about you.

We take the protection of your privacy and your confidentiality very seriously indeed. We understand that when you visit our website, you are entitled to know that we will not use any personal information that you give us in any way, other than those which you intend, and that it will not accidentally fall into the hands of a third party. We undertake to preserve the confidentiality of all of the information that you provide to us.

Our Privacy Policy complies with all UK Law, accordingly implemented, including that required by the EU General Data Protection Regulation (GDPR) which was introduced on May 25th 2018.

The Law requires us to tell you about your rights and our obligations to you in regards to the processing and control of your personal data. We do not share any of your information collected through our website with any third party, in any way.

If you disagree with any of the points below, please leave our website immediately.

How Your Information is Processed

The law requires us to determine the basis on which we collect and process your personal information and to justify this to you. Hunter Mason Consultancy Limited will only gather and retain personal information about you which you consent to us having, is freely given by you and where you complete one of our contact forms, email, telephone or write to us. Retaining and using your personal information in this way enables us to deliver construction-related consultancy services or advice to you. This means that we have a Legitimate Interest in retaining your personal information and that there is a relevant and appropriate relationship between you and Hunter Mason Consultancy Limited.

In order to carry out our obligations under any contract that we currently have, or subsequently have, with you, we must process the information you give us. Some of this information may be personal information. We process this information to provide you with construction-related consultancy services, on the basis there is a contract between us, or that you have requested we use the information before we enter into a contract or agreement.

We will continue to process this information until the contract between us ends, or is terminated by either party, under the terms of the contract. If the basis on which we process your personal information is no longer relevant, then we will immediately stop processing your personal information and we will delete it from our system.

Information Processed with Consent

In the event that there is no contractual relationship between us, such as when you browse our website or ask us to provide you more information about our business or the services that we offer, including any job opportunities, you provide your consent to us to process information that may be personal information. Wherever possible, we aim to obtain your explicit consent to process this information, for example, by asking you to agree to the use of cookies.

In the event that you might give your consent implicitly, such as when you send us a message by e-mail, to which you would reasonably expect us to reply, or when you send us a copy of your CV asking us to consider you for a job opportunity. Except where you have consented to our use of your information for a specific purpose, we will not use your information in any way that would identify you personally.

You may withdraw your consent at any time by telling us. We will usually retain your details on our system for the length of the contract or agreement, plus 6 years, or until such a time as you formally request your personal data to be erased. You can request to see the personal information that we have by sending a Subject Access Request (SAR) to info@hunter-mason.com.

If you decide that you want us to erase your personal data, then please email us with your request to info@hunter-mason.com and we will erase your personal details from our systems in line with Article 17 of the GDPR 2018 and will inform you when the removal of your personal data has been completed. However, if you do so, you may not be able to use our website or our services further.

Whenever we receive any request to access, edit or delete personal identifiable information we will, first, take reasonable steps to verify your identity before granting you access or otherwise taking any action. This is important to safeguard your information.

Complaints with Content on our Website

If you have a genuine complaint about any of the content on our website, we will investigate your complaint promptly. If we feel it is justified, or if we believe the law requires us to do so, we shall remove the content while we investigate.

Job Applications and Employment

If you send us information in connection with a job application, such as a CV, we may keep it for up to six months, in case we decide to contact you at a later date. If we employ you, we will collect personal information about you and your work from time-to-time throughout the period of your employment including:

- CV information, job application forms and interview records, including those of unsuccessful candidates
- personnel records including all references to training, attendance and leave records, appraisals, employment contracts, and travel records
- records of disciplinary matters, pay, terms and conditions etc.
- PAYE records, maternity or statutory sick pay

This information will be used only for purposes directly relevant to your employment. After your employment has ended, we will keep your personnel file for six years before destroying or deleting it.

Contacting Us

When you contact us, either by telephone, through our website or email, we collect the data you have given to us in order to reply to you with the information you need. We will keep personal identifiable information associated with your message, such as your name, telephone number and email address so as to be able to track our communications with you, and to enable us to contact you in the future and to provide you with a high quality service.

Making a Complaint

When we receive a complaint, we will record all the information you have given to us and will use that information to resolve your complaint. If your complaint reasonably requires us to contact a Third Party, we may decide to give that Third Party some of the information contained in your complaint. We do this only as necessary, and is a matter for our sole discretion as to whether we do give information, and if we do, what that information is.

We may also compile statistics showing information obtained from this source to assess the level of service we provide, but not in a way that could identify you or any other person.

You always have the right to complain to the GDPR supervisory body, the Information Commissioner's Office. They can be contacted by email via <https://ico.org.uk/concerns> or by telephone on 0303 123 1113.

Cookies

Cookies are small text files that are placed on your computer's hard drive by your web browser when you visit any website. They allow information gathered on one web page to be stored until it is needed for use on another, allowing a website to provide you with a personalised experience and the website owner with statistics about how you use the website so that it can be improved. Some cookies may last for a defined period of time, such as one day or until you close your browser, others last indefinitely. Your web browser should allow you to delete any you choose. It also should allow you to prevent or limit their use.

Our website uses cookies. They are placed by software that operates on our servers, and by software operated by third parties whose services we use. When you first visit our website, we ask you whether you wish us to use cookies. If you choose not to accept them, we will not use them for your visit, except to record that you have not

consented to their use for any other purpose. We only use cookies to track how many people use our website and to record whether you have seen specific messages we display on our website.

Personal Web Browsing Identifiers

Requests by your web browser to our servers for web pages and other content on our website are recorded. We record information such as your geographical location, your internet service provider and your IP address. We also record information about the software you are using to browse our website, such as the type of computer or device and the screen resolution. We use this information in aggregate to assess the popularity of the webpages on our website, and how we perform in providing content to you. If combined with other information we know about you from previous visits, the data possibly could be used to identify you personally, even if you are not signed in to our website.

Hosting

Our websites and servers are located in the UK and no personal information is currently processed outside of the European Union.

Retention Period for Personal Data

We keep your personal information, except as otherwise mentioned in this Privacy Policy, only for as long as is required to:

- to provide you with the services you have requested or we have been contracted to deliver
- to comply with other law, including for the period demanded by HMRC and the Companies Act
- to support a claim or defence in court

Basic UK Law regarding the limitations for retaining personal information related to contract matters, tax and other areas often requires data to be retained for six years.

Compliance with Law

This Privacy Policy has been compiled so as to comply with the law of every country or legal jurisdiction in which we aim to do business. If you think it fails to satisfy the law of your jurisdiction, we would like to hear from you. However, ultimately it is your choice as to whether you wish to use our website.

Review of the Privacy Policy

We may update this Privacy Policy from time-to-time, as necessary. The terms that apply to you are those posted here on our website on the day you use our website. We advise you to print a copy for your records. If you have any question regarding this Privacy Policy, please contact us at info@hunter-mason.com.