

# The Barnes Group Privacy Policy

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This policy explains how the Barnes Group uses the personal information provided by our sub-contractors and consultants in the operation of our business. It also describes how long the information is kept for and the limited circumstances in which we may disclose it to third parties.

## Personal details we hold are limited to:

- Sub-contractor and consultant personal names, addresses and contact details as provided by the individual where they have no business address or separate business contact details.
- Sub-contractor and consultant records include emails, postal interactions and payment details

## Length of time information will be held

We will hold the above details whilst we are still interacting with the sub-contractor or consultant and they wish to be on our list of sub-contractors or consultants for future offers of work. If we have not interacted during the past 6 years then we will remove your details from our records.

## How to access your personal data

If you wish to review the personal information we hold about you please make contact with our head office via [owl@barnesgroup.co.uk](mailto:owl@barnesgroup.co.uk)

## Keeping your details secure

Your details are kept in hardcopy, where you have provided your information on a sub-contractor or consultant questionnaire, and on our sub-contractor or consultant database. Access to the database is limited to those in the business who have reason to contact you such as a quantity surveyor, pre-contracts estimator or site manager.

We hold information within our accounts team in order to pay you for work. The information is held on the Summit 3000 accounting system.

All computer data is secured and backed-up in the following ways

- Backed up to a back-up server within a locked first floor room at Head Office plus a second back-up to an off-site server in Plant on the first floor kept in a padlocked area
- All data is stored on RAID disk arrays
- Sonic Wall hardware box firewall between LAN and outside world used to prevent intrusion, scan traffic and analyses to detect threats
- Sophos Protection anti-malware installed
- GFI anti-spam malware installed to protect email
- Individual users have their own unique log on
- Computer policy explains fully the proper use of the hardware and software issued to staff including how to create a complex password; policy issued to staff at induction and contained within the Employee Handbook which is reviewed annually
- Computer terminal automatically locks with lack of use after a set period of time (20 minutes)
- Email is auditable to detect inappropriate use of data

## Sharing personal information

We do not generally share personal data you have provided other than with those organisations with a valid need to check information e.g. tax office and external auditors.

## Person responsible for personal data

John Goosen, Head of Finance will oversee personal data held by The Barnes Group and have responsibility and authority to follow the General Data Protection Regulations (GDPR). The Barnes Group includes Barnes Construction, Bower Fuller and J T Wilding Ltd.

John's contact details are [owl@barnesgroup.co.uk](mailto:owl@barnesgroup.co.uk) or by telephone 01473 272222



## Processing of personal data

Under the GDPR you have the following rights to request information from the company:

- Right of access to the data (Subject Access Request)
- Right for the rectification of errors
- Right to erasure of personal data (please note, this is not an absolute right)
- Right to restrict of processing or to object to processing
- The right to portability



Signed:

**Joint Managing Director Mark Hart**

**Dated: March 2018**



Signed:

**Joint Managing Director Bob Steward**

