**Welcome to our Website Privacy Notice**

We regard the lawful and correct treatment of personal data by Gilmartins as very important to successful operations, and to maintaining confidence between those with whom we deal and ourselves. We ensure that our organisation treats personal data lawfully and correctly.

This Privacy Notice is meant to help you understand what data we collect, why we collect it and what we do with it. This is important; we hope you will take the time to read it carefully.

**Information That We Collect**

We collect information on our website via the ‘Contact Us’ form, which has four categories of enquiry:

* Job enquiries
* Customer feedback
* Sub-contractor enquiries
* Other enquiries

Gilmartins collect and process the following information for the purpose of responding to your enquiry:

* Your name, email address and telephone number

**Information That We Share**

The information you enter will be sent via email to a secure inbox that can only be accessed by our HR team. If it is related to recruitment, our HR team will be in touch. Other types of enquiries will be reviewed by HR and forwarded to the relevant internal team for them to contact you.

**Information Security**

We have established internal policies and controls to do our utmost to ensure that your data is not lost, accidentally destroyed, misused or disclosed and cannot be accessed except by authorised employees in the performance of their duties.

* Personal information can only be accessed by those employees who need to process it
* We have implemented technical security measures to protect our network and systems
* We restrict access to our head office and employ various security measures to protect it

**How Long Do We Keep Employee records?**

In any recruitment process, application forms, interview records and references for unsuccessful internal and external candidates are kept for a period of six months following interviews. Retention beyond this period would only be because Gilmartins has a clear business need and consent has been obtained from the individual concerned.  This applies to all manual files including any notes taken by anyone at interviews as well as computerised files.

**How Long Do We Keep Customer records?**

Customer records are kept for 12 months unless there is a legitimate reason to keep it for longer (for example, if there is an ongoing investigation of a problem that Gilmartins are trying to solve on behalf of a customer). This applies to all manual files as well as computerised files.

**Disclosing Personal Data**

Gilmartins will not disclose any personal information and data about you to any third party unless we have sought and obtained your agreement to do so.

**Your Rights**

You have a number of Rights with regard to the personal data Gilmartins keeps about you.

You can:

* Access and obtain a copy of the information the Company retains about you on request;
* Instruct the Company to change incorrect or incomplete data;
* Instruct the Company to delete or stop processing information on you, for example where the data is no longer necessary for the purposes of Processing;
* Object to the processing of your information where the Company is relying on its legitimate interests as the legal ground for processing;
* Instruct the Company to stop processing your information for a period if it is inaccurate or there is a dispute about whether your interests override Gilmartins legitimate grounds for processing the data.

If you would like to exercise any of these Rights, please contact Clare Gilmartin, HR Officer clare@gilmartins.co.uk, or Richard Delacy, Data Protection Officer richard.delacy@gilmartins.co.uk.

More information about these Rights is available by going to the following link – <https://ico.org.uk/for-the-public/is-my-information-being-handled-correctly/>

**What to do If You Have a Complaint**

If you believe that Gilmartins has not complied with your Data Protection Rights, we would hope that you will initially raise the matter with Gilmartins and we will endeavour to solve it quickly and amicably. If not, you can complain to the Information Commissioner. More information on how to do so is available at [www.ico.org.uk/concerns](http://www.ico.org.uk/concerns) or they can be called on 0303 1231113.