

<h1>Privacy Notice – Supply Chain</h1>	Procedure No:	OP 011
	Issue Date:	23/05/2018
	Revision Date:	DD/MM/YYYY
	Issue:	00

INTRODUCTION

The purpose of this privacy notice is to outline the personal data that DAM Structures Ltd (DAM) hold about you and to notify you of how that data is used and your rights under the General Data Protection Regulation (GDPR).

For the purpose of the General Data Protection Regulation 2018 (“GDPR”), the data controller is DAM Structures Ltd.

THE PERSONAL INFORMATION DAM ARE GIVEN ABOUT YOUR MEMBERS OF STAFF:

- Name and contact details (email, work address and telephone number) of company contacts provided on supply chain questionnaires, during contract discussion etc
- Photographs
- Background information on key personnel (C.V, previous experience, qualifications and certifications)
- Training information (Professional memberships, identification card numbers)
- Right to Work information (Passport or birth certificate and driving license)
- Sole traders (Personal address and bank account details)

DAM USE THIS INFORMATION TO:

- Add you to our approved supply chain database
- Maintain up to date insurances for your company
- Request a quote or place an order
- To pay you for services that you have provided
- Ensure your company is health and safety compliant
- Check employees have the correct training and competence for potential contracts
- Site Inductions
- Confirm right to work in the UK
- Allow site access

LAWFUL BASIS FOR PROCESSING

DAM are **legally** required to complete due diligence checks on any subcontractors, this can include copies of C.V’s and training to ensure that all subcontractors that we employ to work on our behalf are competent and comply with safety standards before they work for us and right to work documentation and site inductions once they are employed by us.

Insurances of all subcontractors/key suppliers are kept up to date and on file to ensure that in the event of a claim all parties are protected.

THIRD PARTIES

To meet the requirements for our certifications, on occasion during an audit DAM will be asked to provide a completed supply chain questionnaire to show our compliance with the standards. This information is only viewed by the auditor and no copies leave our offices.

Occasionally our clients will ask for a copy of a questionnaire for a subcontractor that DAM employ to work on our behalf on their site, usually this is just the questionnaire with basic contact details, however should DAM need to give any extra personal details we will not provide excessive data and have a sharing agreement in place to ensure that they follow the General Data Protection Regulation (2018) and DAM policies.

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RETENTION POLICY

If a member of your staff has an accident whilst on one of our sites DAM are legally obliged to keep information from the accident book, accident records and reports for 3 years from the date of the last entry (or if the accident involves a young adult, then until that person reaches the age of 21) under **The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) (SI 1995/3163) as amended, and Limitation Act 1980**

If you are a sole trader and you use your personal bank account for business purposes please note that DAM are legally required to keep accounting records for 3 years under **Section 221 of the Companies Act 1985 as modified by the Companies Acts 1989 and 2006.**

DAM keep all other supply chain information for the duration of our business relationship, we have a yearly review of all key supply chain partners to ensure that the personal data we hold is up to date.

YOUR RIGHTS UNDER THE GENERAL DATA PROTECTION ACT

1. The right to be informed
2. The right of access
3. The right to rectification
4. The right to erasure
5. The right to restrict processing
6. The right to data portability
7. The right to object
8. Rights in relation to automated decision making and profiling.

For more information on your rights under the General Data Protection Act (GDPR) visit <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

COMPLAINTS

You have the right to make a complaint to the relevant supervisory authority which is the Information Commissioner’s Office (ICO) if you think your personal information has been handled incorrectly.

CONTACT US

If you require further information or have any questions regarding this Privacy Notice, then please email Geoff Bissett – Commercial Director at Geoff.bissett@damstructures.co.uk or telephone us on 01377 271843 or write to us at:

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