



DESIGN BUILD

01223 234980
info@visioncambridge.co.uk
www.visioncambridge.co.uk

Privacy Policy

At Vision Design & Build, we are committed to protecting and respecting your privacy. This Privacy Policy will help you understand how we collect, make use and protect your information. If you have any queries about this Privacy Policy or how we process your personal information, please contact the Data Protection Officer by email:

office@visioncambridge.co.uk or by post: Data Protection Officer, Vision Design & Build, Unit 12, Fare Acres Farm, Dry Drayton Road, Oakington, Cambridge, CB24 3BD.

Why are we processing your personal data

In order to provide quotations or to recruit, we may need to process personal data on you, current and former employers, workers and applications.

What information we collect about you

1. Name
2. Email address
3. Telephone number - mobile number and or home telephone number
4. Home address
5. Reference details
6. Qualifications
7. Medical questionnaires
8. Pay, allowances, pensions, deductions and benefits
9. Working arrangements and leave
10. Performance and conduct
11. Attendance and employee support

How we collect information about you

We collect information about you in a number of ways:

- * When you contact us by phone, email or use our websites to express interest in our services
- * If you voluntarily complete our online form
- * Through agencies if you are applying for a job
- * Through online portals i.e Facebook, CV Library etc where we have placed adverts to recruit

Using your personal information for other purposes

We will not process personal data for any other purposes than that for which it was collected, without first providing you with information on that other purpose and seeking your consent if applicable, except where we are required to disclose your personal data in accordance with legislation e.g. in relation to the prevention at detection of crime, counter terrorism, safeguarding, legal proceedings or to protect the interests of you or another.

The fair and lawful basis we are processing your personal data on is:

Processing basis 1: Processing necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract

Processing basis 2: The data subject has given consent to the processing of his or her personal data for one or more specific purposes



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Processing basis 3: The processing of the data is necessary for a legitimate interest of the company.

Processing basis 4: The processing is necessary for compliance with a legal obligation to which the controller is subject.

Who do we share your data with:

- * Financial organisations
- * Educators and examining bodies or training providers
- * Courts and tribunals
- * Legal representatives
- * Service providers

How long we will retain your personal information for:

We will retain your personal information for a number of purposes as necessary to allow us to carry out our business. Details will be held on file until the business feels the data is no longer required or if an individual contacts us, requesting their data to be removed.

Your Rights

Under the General Data Protection Regulation (GDPR) you will also have the following rights:

- * To require us to erase your personal information completely
- * To require us to restrict or object to our data processing activities
- * To receive a copy of the personal information we hold about you
- * To require us to correct the personal information we hold about you, if it is incorrect or needs updating.

Notice of Breach of Security

If the company are aware of any breach that materially affects you, then we will notify you as soon as possible and later report the action we took in response.

Changes in this Policy

We keep our privacy notice under regular review. Any changes to our Privacy Policy will be placed here and will supersede this version of our policy.

Contacting Us

If you have any questions about our Privacy Policy, or you want to know what information we have collected about you, please email: office@visioncambridge.co.uk.