**Privacy**

**Our Privacy and Cookies Policy**

Whitnell Plant/Whitnell Contracts Ltd & Whitnell Hire Services Ltd (Whitnell Group) is committed to respecting your privacy and the privacy of every visitor to our web site or job applicant submitting information to us from this site.  The information we collect about you will be used to fulfil the required services and enable us to improve how, as an organisation, we deal with you.

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**Designated Data Controller**

Should you have a question about the data we store, our contact details are:

Nikola Penny
School Farm Buildings
School Road
Langham
Essex
CO4 5PB
E: nikola@whitnell.co.uk
T: 01206 272834

**How will we use the information about you?**

The information that we collect about you will only be used lawfully (in accordance with the Data Protection Act 1998 and the General Data Protection Regulation 2018). All data is retained exclusively within the United Kingdom, or transferred only to ‘third countries’ where ‘adequacy of protection’ or specific certification as defined by The GDPR has been confirmed.

Any information we collect will not be disclosed to anyone outside Whitnell Goup or its associated companies, partners, and other companies with which Whitnell Group has arranged services for your benefit.

**Access to your information and correction**

We expect the information we hold to be accurate and up to date. You have the right as an individual to find out what information we hold about you and make changes if necessary; you also have the right, assuming we are not obligated by law to refuse, to ask us to stop using the information.  To request personal information we hold about you, to request we delete the personal information we hold about you or to instruct us to correct any errors please email your new information to us.

**What information do we collect about you?**

The type of information that we will collect on you, and you voluntarily provide to us on this website includes:

**For Site Visitors**

* IP address

**For Job Applications**

* Your name
* Email address
* Address
* Telephone number
* Other information for application
* IP address

We may, in further dealings with you, extend this information to include your purchases, services used, specifications, tender documentation, subscriptions, other personal details relating to employment, records of conversations and agreements and payment transactions.

You are under no statutory or contractual requirement or obligation to provide us with your personal information; however we require at least the information above in order for us to deal with you as a customer/client or job applicant in an efficient and effective manner.

**On what legal basis do we collect your information?**

The legal basis for processing your data is based on the performance of a contract, or our legitimate interest when processing job applications that we will have requested/stated at the point the information was initially provided, therefore we will not store, process or transfer your data outside the parties detailed above unless we have an appropriate lawful reason to do so.  Unless we are precluded from doing so by law, you have the right to remove your consent at any time via the unsubscribe link included on all emails we send, or by contacting us and requesting that processing of your details be restricted or deleted.

**How long will we store information about you?**

Unless otherwise required by law, your data will be stored for a period of 6 years after our last contact with you, at which point it will be deleted/destroyed. The following retention periods apply to specific types of data we store.

Employee HR Records – 7 years

Payroll Records – 7 years

Contracts with Clients  – 7 years

Accident Records – 7 years

**Protection of Personal Information**

Whitnell Group takes precautions, including administrative, technical, and physical measures, to safeguard your Data against loss, theft, and misuse, as well as against unauthorized access, disclosure, alteration, and destruction.

Whitnell Group uses industry-standard efforts to safeguard the confidentiality of Data, including encryption, firewalls and SSL (Secure Sockets Layer). We have implemented reasonable administrative, technical, and physical security controls to protect against the loss, misuse, or alteration of your Data.

**Cookies**

This site uses cookies – these are small text files that are placed on your device to help this website to provide a better user experience. In general, cookies are used to retain user preferences, store information for things like shopping carts, and provide anonymised tracking data to third party applications like Google Analytics. As a rule, cookies will make your browsing experience better. However, you may prefer to disable cookies on this site and on others. The most effective way to do this is to disable cookies in your browser. We suggest consulting the Help section of your browser or taking a look at the [About Cookies](https://www.aboutcookies.org/) website which offers guidance for all modern browsers.

**Google Analytics**

This website sets “first party” cookies through its use of Google Analytics. We use Google Analytics to provide us with non-personal site analytics, which in turn help us improve this website. Google Analytics tracking uses cookies in order to provide meaningful reports about web site visitors’ but they do not collect personal data about you. Google Analytics sets or updates cookies only to collect data required for the reports. Additionally, Google Analytics only uses first-party cookies. This means that all cookies set by Google Analytics cannot be altered or retrieved by any service on any domain other than breheny.co.uk.  Further detailed information on Google Analytics cookies can be [found here](https://developers.google.com/analytics/devguides/collection/analyticsjs/cookie-usage).

**Other websites**

Our website contains links to other websites. This privacy policy only applies to this website so when you link to other websites you should read their own privacy policies.

**Changes to our privacy policy**

We keep our privacy policy under regular review and we will place any updates on this web page. This privacy policy was last updated on 23rd May 2018.

**How to contact us**

Please contact us if you have any questions about our privacy policy or information we hold about you:

by email nikola@whitnell.co.uk

by telephone: 01206 272834

by post: Nikola Penny, School Farm Buildings, School Road, Langham, Essex. CO4 5PB

If you have a concern about how we handle your data, or you would like to lodge a complaint, you may do so by contacting [The Information Commissioners Office](https://ico.org.uk/concerns/).