

# CCP Developments Privacy Policy (GDPR)

Dated: 7<sup>th</sup> December 2023

This policy applies to CCP Developments Ltd, registered at 33 Wolverhampton Road, Cannock, Staffs, WS11 1AP and explains how we use any personal information we collect about you when you use our services and web-site.

## **Glossary of Terms**

### **Personal Data**

Personal data relates to any information about a natural person that makes you identifiable which may include (but is not limited to):

Names and contact information i.e. emails and telephone numbers

National Insurance Numbers and Tax Reference Numbers

Employment history

Employee numbers

Credit History

Personal tax

Payroll and accounting data

### **Sensitive Personal Data**

Sensitive personal data refers to the above but includes genetic data and biometric data. For example:

Medical conditions

Religious or philosophical beliefs and political opinions

Racial or ethnic origin

Convictions

Biometric data (e.g. photo in an electronic passport)

### **Data Controller**

For general data protection regulation purposes, the “data controller” means the person or organisation who decides the purposes for which and the way in which any personal data is processed.

Our data controller is CCP Developments Ltd, 33 Wolverhampton Road, Cannock, Staffs, WS11 1AP

The data protection officer is Paul Goodyear, Director who can be contacted at the above address or by calling 01543 371647.

### **Data Processor**

A “data processor” is a person or organisation which processes personal data for the controller.

### **Data Processing**

Data processing is any operation or set of operations performed upon personal data, or sets of it, be it by automated systems or not. Examples of data processing explicitly listed in the text of the GDPR are: collection, recording, organising, structuring, storing, adapting, altering, retrieving, consulting, using, disclosing by transmission, disseminating or making available, aligning or combining, restricting, erasure or destruction.

### **What is meant by Business to Business?**

PLC, LTD, LLP incorporated partnerships, trusts and foundations, local authorities and government institutions.

### **What is meant by Business to Consumer?**

Private clients, sole traders, unincorporated partnerships, trusts and foundations.

## **What information do we collect about you and how?**

We are bound by the requirements of the General Data Protection Regulations (GDPR).

You agree that we are entitled to obtain, use and process the information you provide to us to enable us to discharge our Services and for other related purposes including;

- Analysis for management purposes
- Legal and regulatory compliance
- As evidence of work undertaken should it be subject to later enquiries
- Holding your phone number for a short time to answer enquires

We also collect information about you when you send an enquiry.

### **Cookies**

Are text files put on your computer to collect standard internet log information and visitor behaviour information. This information is then used to track visitor use of the website and to create statistical reports on website activity. For more information visit [www.aboutcookies.org](http://www.aboutcookies.org) or [www.allaboutcookies.org](http://www.allaboutcookies.org).

You can set your browser not to accept cookies and the above websites tell you how to remove cookies from your browser.

### **Analytics**

e.g. how visitors use websites.

We use analytics to store information about how visitors use our website so that we may make improvements and give visitors a better user experience. These cookies do not store any personal information about you eg name, address etc and we do not share the data.

### **IP addresses**

An IP or Internet Protocol Address is a unique numerical address assigned to a computer as it logs on to the internet. We do not have access to any personal identifiable information and we would never seek this information.

### **Internet Based Advertising**

We use Facebook advertising services and as such there are tracking codes installed on our website so that we can manage the effectiveness of these campaigns. We do not store any personal data within this type of tracking.

## **How will we use the information about you and why?**

We take your privacy seriously and will only use your personal information to provide the Services you have requested from us. We will only use this information subject to your instructions, data protection law and our duty of confidentiality.

For Business to Consumer Clients and Contacts our lawful reason for processing your personal information will be "A contract with the individual" e.g. to supply goods and services you have requested, or to fulfil obligations under a service.

We will not share your information for marketing purposes with companies so that they may offer you their products and services.

## **International transfers of your personal data**

The hosting facilities for our website may be situated outside the EU, transfers will be protected by appropriate safeguards.

## **Security precautions in place about data collected**

When you give us personal information, we will take steps to make sure that it's treated securely. Non-sensitive details (your email address etc.) are sent normally over the Internet, and this can never be guaranteed to be 100% secure. As a result, while we strive to protect your personal information, we cannot guarantee the security of any information you transmit to us, and you do so at your own risk. Once we receive your information, we will make our best effort to ensure its security on our systems.

## **How long will we hold your data for?**

Marketing: We may hold your data for a period of 6 years with a review every 3 years. You can opt out or update or delete data at any point should you need to do so and details are set out in this policy as to how to do that.

## **Access to your information, correction, portability and deletion**

### *What is a Subject Access Request?*

This is your right to request a copy of the information that we hold about you. If you would like a copy of, correct or remove some or all your personal information, please write to us at the following address: The Data Controller, CCP Developments Ltd, 33 Wolverhampton Road, Cannock, Staffs, WS11 1AP.

### *Objections to processing of personal data*

It is your right to lodge an objection to the processing of your personal data if you feel the "ground relating to your particular situation" apply. The only reasons we will be able to deny your request is if we can show compelling legitimate grounds for the processing, which override your interest, rights and freedoms, or the processing is for the establishment, exercise or defence of a legal claims.

### *Data Portability*

It is also your right to receive the personal data which you have given to us, in a structured, commonly used and machine-readable format and have the right to transmit that data to another controller without delay from the current controller if:

- (a) The processing is based on consent or on a contract, and
- (b) The processing is carried out by automated means.

### *Your Right to be Forgotten*

Should you wish for us to completely delete all information that we hold about you in Writing to: The Data Controller, CCP Developments Ltd, 33 Wolverhampton Road, Cannock, Staffs, WS11 1AP.

We will respond within 30 days of receipt of your request.

## **Other websites**

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

## **Complaints**

If you feel that your personal data has been processed in a way that does not meet the GDPR, you have a specific right to lodge a complaint with the relevant supervisory authority, The Information Commissioner's Office at [www.ico.org.uk/concerns/](http://www.ico.org.uk/concerns/)

## **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 created on 7<sup>th</sup> December 2023 in line with GDPR guidelines.

## **How to contact us**

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

The Data Controller, CCP Developments Ltd, 33 Wolverhampton Road, Cannock, Staffs, WS11 1AP.