

We ask that you read this privacy notice carefully as it contains important information on who we are, how and why we collect, store, use and share personal information, your rights in relation to your personal information and on how to contact us and supervisory authorities in the event you have a complaint.

Who we are

Collen Construction Limited ('Company') is a 'data controller' and gathers and uses certain information about you. This information is also used by our affiliated entities and group companies (our 'group companies') and so, in this notice, references to 'we' or 'us' mean the Company and our group companies.

We collect, use and are responsible for certain personal information about you. When we do so we are regulated under the [General Data Protection Regulation](#) (GDPR) which applies across the European Union (including Ireland) and we are responsible as 'controller' of that personal information for the purposes of those laws.

Data protection principles

The Company will comply with the following data protection principles when processing personal information:

- we will process personal information lawfully, fairly and in a transparent manner;
- we will collect personal information for specified, explicit and legitimate purposes only, and will not process it in a way that is incompatible with those legitimate purposes;
- we will only process the personal information that is adequate, relevant and necessary for the relevant purposes;
- we will keep accurate and up to date personal information, and take reasonable steps to ensure that inaccurate personal information are deleted or corrected without delay;
- we will keep personal information in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the information is processed; and
- we will take appropriate technical and organisational measures to ensure that personal information are kept secure and protected against unauthorised or unlawful processing, and against accidental loss, destruction or damage.

The personal information we collect and use

Information collected by us

In the course of our business we collect the following personal information when you provide it to us:

- Data to identify you, including contact information

Information collected from other sources

We also obtain personal information from other sources as follows:

- Contact Information from publicly accessible websites and social and professional media platforms such as Linked In

How we use your personal information

We use your personal information to:

- Expediently manage ongoing business relationships with the firms which you as an individual represent;
- Market our services; and
- Comply with our legal and regulatory obligations

Who we share your personal information with

We will only share your personal information with:

- Your authorised representatives
- Other third parties with whom we deal and that have a legitimate interest in collecting your personal information for the purposes of management, planning and organisation of work
- Specifically selected third party suppliers, for the purpose of corporate entertainment or deliveries to you directly. This data sharing enables the efficient organisation of corporate events and allows deliveries to be despatched to you directly. These third party recipients are not based outside the European Economic Area. See 'Transfer of your information out of the EEA'.

We will share personal information with law enforcement or other authorities if required by applicable law.

We will not share your personal information with any other third party.

Whether information has to be provided by you, and if so why

The provision of personal information is required from you to enable us to manage our business efficiently and effectively. We will inform you at the point of collecting information from you, whether you are required to provide the information to us.

How long your personal information will be kept

- Personal information will be retained in accordance with our [Data Retention Policy](#) but generally your personal information will be held for 'the period we are required to retain this information by applicable Irish tax law (currently 6 years).

Reasons we can collect and use your personal information

We rely primarily on consent as the lawful basis on which we collect and use your personal data where you have agreed to explicitly consented to the use of your data in a specific way, or use is necessary in relation to a service or a contract that you have entered into either personally or as a representative of a corporate body. We also have legitimate interests (which you may object to) such as managing our business, conducting marketing activities and strategic planning.

Transfer of your information out of the EEA

We do not transfer your personal information outside the European Economic Area (EEA).

Your Information rights including the right to object

Under the GDPR you have a number of important rights free of charge. In summary, these include rights to:

- fair processing of information and transparency over how we use your use personal information
- access to your personal information and to certain other supplementary information that this Privacy Notice is already designed to address
- require us to correct any mistakes in your information which we hold
- require the erasure of personal information concerning you in certain situations
- receive the personal information concerning you which you have provided to us, in a structured, commonly used and machine-readable format and have the right to transmit those data to a third party in certain situations
- object at any time to processing of personal information concerning you for direct marketing

- object to decisions being taken by automated means which produce legal effects concerning you or similarly significantly affect you
- object in certain other situations to our continued processing of your personal information
- otherwise restrict our processing of your personal information in certain circumstances

For further information on each of those rights, including the circumstances in which they apply, see the [Guidance from Ireland's Data Protection Commissioner on individuals rights under the General Data Protection Regulation](#).

If you would like to exercise any of those rights, please:

- email, call or write to **the Company Secretary**
- let us have enough information to identify you e.g. your name, the organisation for whom you work etc
- let us have proof of your identity and address (a copy of your driving licence or passport and a recent utility or credit card bill), and
- let us know the information to which your request

Keeping your personal information secure

We have appropriate security measures in place to prevent personal information from being accidentally lost, or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

How to complain

We hope that we can resolve any query or concern you raise about our use of your information.

The [General Data Protection Regulation](#) also gives you right to lodge a complaint with a supervisory authority, in particular in the European Union (or European Economic Area) state where you work, normally live or where any alleged infringement of data protection laws occurred. The supervisory authority in Ireland is the Data Protection Commissioner who may be contacted at <https://www.dataprotection.ie> or telephone: +353 761104800.

Changes to this privacy notice

This privacy notice was published on 25th May 2018.

We may change this privacy notice from time to time, when we do we will inform you via e-mail.

How to contact us

Please contact the Company Secretary, if you have any questions about this privacy notice or the information we hold about you.

If you wish to contact us please send an email to construction@collen.com or write to The Company Secretary, Collen Construction Limited, River House, East Wall Road, Dublin 3 or call +35312434777.

Do you need extra help?

If you would like this notice in another format (for example: audio, large print, braille) please contact us (see 'How to contact us' above).