

PRIVACY POLICY

MYC Group and its group of companies



This privacy policy applies between you, the User of this Website, and MYC Group and its group of companies, the owner and provider of this Website. MYC Group takes the privacy of your information very seriously. This privacy policy applies to our use of any and all Data collected by us or provided by you.

This privacy policy should be read alongside, and in addition to, our Terms and Conditions, which can be found at <https://mycgroup.co.uk/terms-and-conditions/>

Please read this privacy policy carefully.

Definitions and interpretation

1. In this privacy policy, the following definitions are used:

Term	Meaning
Data	Any information relating to an identified or identifiable individual that we hold, including information you submit to us via the Website. This definition incorporates the definitions provided in the Data Protection Laws.
Data Protection Laws	The UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, and any other applicable law relating to the processing of personal Data, as amended from time to time.
MYC Group, we, us or our	MYC Group and its group of companies, incorporated in England and Wales. Correspondence address: Unit 4, Barn Way, Lodge Farm Industrial Estate, Northampton NN5 7UW.
User or you	Any individual whose Data we hold, including visitors to the Website, clients, consultants, subcontractors, suppliers, site visitors, occupants of premises where we work, members of the public and job applicants.
Website	The website that you are currently using, www.myconstruction.co.uk , and any sub-domains of this site unless expressly excluded by their own terms and conditions.

2. In this privacy policy, unless the context requires a different interpretation:

- the singular includes the plural and vice versa;
- a reference to a person includes firms, companies, government entities, trusts and partnerships;
- "including" is understood to mean "including without limitation";
- reference to any statutory provision includes any modification or amendment of it;
- the headings and sub-headings do not form part of this privacy policy.

Scope of this privacy policy

3. This privacy policy applies to the actions of MYC Group and its group of companies. It does not extend to any websites that can be accessed from this Website, including any links we may provide to social media websites.

4. For the purposes of the Data Protection Laws, MYC Group is the **data controller**. This means we determine the purposes for which, and the way in which, your Data is processed.
5. Where we carry out work for a client and handle Data on that client's instructions, the client is the data controller and we act as their **processor**. In those cases the client's own privacy information applies, and we will pass any request we receive to them rather than responding to it ourselves.
6. Employees and workers receive separate information about how we handle their personal Data.

Data collected

7. Depending on your relationship with us, the Data we hold may include:
 - your name, job title, profession and contact information such as email addresses and telephone numbers;
 - correspondence with you, and records of meetings and projects;
 - for subcontractors, suppliers and agency personnel: employer, trade, competence and card details, induction records, site access and attendance records, and verification data required for tax reporting;
 - for site visitors: signing-in records, vehicle details, and CCTV images where CCTV is operated;
 - for occupants of premises where we work: contact details, access arrangements, and any access information provided to us by the client;
 - for job applicants: your CV, employment and qualification history, right to work information and interview notes;
 - information about your visit to the Website, including your IP address and the pages, dates and times of your access.
8. For some roles and some sites we may need information about your health — for example fitness for a task, adjustments you may need, or an accident on site. Where the work requires it, we may also need criminal records information obtained through a DBS check. We process this kind of information only where a condition under Article 9 or Article 10 of the UK GDPR and a corresponding condition in Schedule 1 of the Data Protection Act 2018 applies, and we limit access to it.

How we collect Data

9. We collect Data in the following ways:
 - Data is given to us by you;
 - Data is collected automatically;
 - Data is provided to us by third parties.

Data that is given to us by you

10. We will collect your Data in several ways, for example:
 - when you contact us through the Website, by telephone, post, e-mail or through any other means;
 - when you use our services;
 - when you visit one of our sites or premises;

- when you apply to work with us.

Data that is collected automatically

- 11.** To the extent that you access the Website, we will collect your Data automatically. This information helps us to make improvements to Website content and navigation, and includes your IP address, the date, times and frequency with which you access the Website, and the way you use and interact with its content.

Data provided to us by third parties

- 12.** We may also receive Data:
- from your employer, if you work for a subcontractor, supplier or agency engaged by us;
 - from our clients and principal contractors, including in relation to premises where we are working;
 - from other companies within our group;
 - from recruitment agencies and, with your permission, referees;
 - from publicly available sources such as Companies House and company websites.

Our use of Data

- 13.** We need a lawful basis for everything we do with your Data. The table below sets out the main purposes and the basis we rely on for each.

Purpose	Lawful basis
Responding to your enquiry and providing quotations	Legitimate interests — responding to people who contact us. Where you are entering into a contract with us: performance of a contract
Delivering our construction and contracting work	Performance of a contract, and legitimate interests where the contract is with your employer rather than you personally
Administering subcontracts, orders and payments	Performance of a contract, and legal obligation for tax reporting
Site access control, induction and attendance records	Legal obligation under CDM 2015 and health and safety law, and legitimate interests in site security
Health and safety and accident reporting	Legal obligation under the Health and Safety at Work etc. Act 1974 and RIDDOR
Right to work and identity checks	Legal obligation
CCTV on sites and premises, where operated	Legitimate interests — preventing crime and protecting property and site safety
Internal record keeping and business administration	Legitimate interests
Insurance, claims and defending legal claims	Legitimate interests — protecting our legal position
Emergency and next of kin contact after an accident	Vital interests
Recruitment and assessing applications	Legitimate interests, and legal obligation for right to work checks

Purpose	Lawful basis
Marketing emails, and photographs used in publicity	Consent, which you can withdraw at any time

- 14.** Where we rely on legitimate interests, we balance our interest against your rights and freedoms, and we will not use your Data in that way if your rights outweigh our interest. You have the right to object — see the section headed "Your rights" below.
- 15.** Where we ask for Data under a legal obligation — for example right to work checks or site health and safety records — providing it is a statutory requirement, and we may be unable to engage you or allow you on site without it. Where Data is needed to enter into or perform a contract, providing it is a contractual requirement and we may not be able to proceed without it. Where we rely on consent, providing your Data is optional and there is no consequence if you decline.

Who we share Data with

- 16.** We share your Data only where we have a lawful basis to do so. Where another organisation handles Data on our behalf, we require it to act on our instructions and to keep the Data secure. We do not sell your Data and we do not share it for third-party marketing.
- 17.** The categories of recipient we may share Data with are:
- other companies within our group;
 - clients, contracting authorities and principal contractors, where required for site access, statutory records and contract delivery;
 - subcontractors and agencies, in relation to their own personnel;
 - payroll, accountancy and pension providers;
 - occupational health and health and safety advisers;
 - IT, cloud hosting and software providers;
 - insurers, brokers and legal advisers;
 - HMRC, the Health and Safety Executive and other regulators, where required by law;
 - a prospective purchaser, if we sell or transfer part of our business.
- 18.** If someone contacts us asking for Data, including requests from the police or other authorities, we will check their identity and authority before disclosing anything.

Sending Data outside the UK

- 19.** Some of the IT and cloud services we use may involve Data being processed outside the UK. Where that is the case, we will only make the transfer where the destination is covered by UK adequacy regulations, or where an appropriate safeguard recognised under UK data protection law is in place, such as the International Data Transfer Agreement or the UK Addendum to the EU Standard Contractual Clauses. You can ask us about the arrangements applying to a particular transfer.

Cookies

- 20.** Our Website uses cookies and similar technologies. Some are necessary for the Website to function. Others help us understand how the Website is used. You can manage or block cookies at any time through your browser settings, and through any cookie controls provided on our Website.

Keeping Data secure

21. We take appropriate technical and organisational measures to protect Data against unauthorised access, loss, damage and disclosure, and we limit access to those who need it for their role.
22. If you suspect any misuse, loss or unauthorised access to your Data, please let us know immediately by contacting us at info@mycgroup.co.uk.
23. If you want detailed information from Get Safe Online on how to protect your information and your computers and devices against fraud, identity theft, viruses and many other online problems, please visit www.getsafeonline.org. Get Safe Online is supported by HM Government and leading businesses.

Data retention

24. We keep your Data only for as long as we need it for the purposes set out in this privacy policy. In deciding how long that is, we take account of:
 - how long we need the Data to deliver a contract or provide our services;
 - any period during which a claim could be brought against us or by us;
 - any minimum period we are required to keep records for by law — for example tax, employment, and health and safety record keeping requirements, some of which require records to be kept for many years;
 - whether the Data is still accurate and still needed.
25. By way of indication, we would not normally keep enquiries that do not lead to a contract for more than 12 months, or CCTV images for more than 30 days unless they are needed for an investigation, an insurance claim or legal proceedings. Where we handle Data for a client as their processor, we keep it for as long as that client directs and return or delete it at the end of the contract.
26. When Data is no longer needed, we delete or securely destroy it. Even once we delete your Data, it may persist briefly on backup or archival media before that media is overwritten in the normal cycle.

Your rights

27. You have the following rights in relation to your Data:
 - **Right to access** — the right to be told whether we hold Data about you and to receive a copy of it.
 - **Right to correct** — the right to have your Data rectified if it is inaccurate or incomplete.
 - **Right to erase** — the right to request that we delete or remove your Data from our systems, where there is no longer a reason for us to hold it.
 - **Right to restrict our use of your Data** — the right to "block" us from using your Data or limit the way in which we can use it while a concern is resolved.
 - **Right to data portability** — the right to request that we move, copy or transfer your Data.
 - **Right to object** — the right to object to our use of your Data, including where we use it for our legitimate interests, and an absolute right to object to direct marketing.
 - **Right to withdraw consent** — where we rely on consent, you can withdraw it at any time, without affecting anything done beforehand.

28. We will not charge you for exercising these rights, unless your request is manifestly unfounded or excessive, or you ask for a further copy. Where we are legally permitted to do so, we may refuse your request; if we refuse, we will tell you the reasons why.
29. We will respond within one month of receiving your request, or of receiving any identity verification or clarification we have asked for. For complex or multiple requests we may extend this by up to two further months; if we do, we will tell you within the first month and explain why.
30. Where we withhold or redact something — for example another person's personal Data, or information covered by a legal exemption — we will tell you that we have done so and why.
31. We do not make decisions about you by automated means alone where those decisions have a legal or similarly significant effect, and we do not carry out profiling of that kind.
32. To make enquiries, exercise any of your rights set out above, or withdraw your consent to the processing of your Data, please contact us at **info@mycgroup.co.uk**. You do not need to use any particular form of words or mention data protection.
33. It is important that the Data we hold about you is accurate and current. Please keep us informed if your Data changes during the period for which we hold it.

Complaints

34. If you are unhappy with how we have handled your Data, please tell us first at **info@mycgroup.co.uk**. We will acknowledge your complaint within 5 working days and give you a substantive response within 30 days. If we need longer we will explain why and give you a revised date.
35. You also have the right to complain to the Information Commissioner's Office at any time:

Information Commissioner's Office
Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF
Telephone: 0303 123 1113
<https://ico.org.uk/>
36. You may also seek a remedy through the courts.

Links to other websites

37. This Website may, from time to time, provide links to other websites. We have no control over such websites and are not responsible for the content of these websites. This privacy policy does not extend to your use of such websites. You are advised to read the privacy policy or statement of other websites prior to using them.

Changes of business ownership and control

38. MYC Group may, from time to time, expand or reduce our business and this may involve the sale and/or the transfer of control of all or part of it. Data provided by Users will, where it is relevant to any part of our business so transferred, be transferred along with that part, and the new owner or newly controlling party will be permitted to use the Data only for the purposes for which it was originally supplied to us.
39. We may also disclose Data to a prospective purchaser of our business or any part of it.
40. In the above instances, we will take steps with the aim of ensuring your privacy is protected.

General

- 41.** If any court or competent authority finds that any provision of this privacy policy (or part of any provision) is invalid, illegal or unenforceable, that provision or part-provision will, to the extent required, be deemed to be deleted, and the validity and enforceability of the other provisions of this privacy policy will not be affected.
- 42.** This privacy policy is governed by and interpreted according to the law of England and Wales.

Changes to this privacy policy

- 43.** MYC Group reserves the right to change this privacy policy as we may deem necessary from time to time or as may be required by law. Any changes will be posted on the Website with a new date.
- 44.** This privacy policy is provided for your information. It is not a contract and you are not asked to agree to it.

You may contact MYC Group by email at **info@mycgroup.co.uk**.