

McCURDY & Co. Ltd.

Craftsmen and Consultants
Specialists in the Repair and Conservation
of Historic Timber Framed Buildings.

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GENERAL DATA PROTECTION REGULATIONS (GDPR)

PRIVACY POLICY FOR MCCURDY & CO LTD

The privacy and security of your personal information is extremely important to us. This privacy policy explains how and why we use your personal data.

Who are ‘we’?

In this policy, whenever you see the words ‘we’, ‘us’, ‘our’, it refers to McCurdy & Co Ltd.

What personal data do we collect and process?

Your personal data (any information which identifies you, or which can be identified as relating to you personally for example, name, address, phone number, email address) will be collected and used by us. We will only collect the personal data that we need.

The personal data you give us may include name, title, address, date of birth, age, gender, employment status, demographic information, email address, telephone numbers, personal description, financial and photographs.

How we use your personal data

We will only use your personal data on relevant lawful grounds as permitted under the GDPR,

Who might we share your personal information with

In order to protect the data held in the office and on the website only authorised personnel from McCurdy and Co Ltd will have access to the data.

Links to third party websites

Our website may contain links to other websites. If you follow a link to any of these websites, please note that they have their own privacy policies and that we do not accept any responsibility or liability for these policies.

How do we keep your personal information safe?

We will only use and store your information for as long as it is required and for the purposes intended. The duration of its storage will depend upon the information in question, its purpose and, sometimes, statutory legal requirements. We do hold some information for archival purposes.

How we secure your data

The personal information that you provide will be held securely on password protected PCs and locked offices, and will not be used for any other purpose than as provided for in this policy. We have appointed a Data Protection Officer to oversee that these controls are in place.

How do we keep your personal information up to date?

We endeavour to keep your personal information accurate and up to date. If there are any inaccuracies or changes to your information please email anne@mccurdyco.com

How can you access the information we hold about you?

You have the right to know what personal information we hold about you and you can request a copy of that information.

Data breach procedures

We are obliged to have in place a data breach procedure. If required you can request a copy of the Data Breach Policy.

Types of breach:

An accident includes but is not restricted to, the following:

- Loss or theft of confidential or sensitive data or equipment on which such data is stored (eg loss of laptop, memory stick, iPad/tablet device, or paper record)
- Equipment theft or failure
- Unauthorised use of, access to, or modification of data or information systems
- Attempts (failed or successful) to gain unauthorised access to IT systems
- Unauthorised disclosure of sensitive / confidential data
- Website defacement
- Hacking attack
- Unforeseen circumstances such as fire or flood
- Human error
- 'Blagging' offences where information is obtained by deceiving the organisation who holds it

Changes to this privacy policy

We will amend this privacy policy from time to time to ensure that it remains up to date and reflects how and why we use your personal data and new legal requirements. Please visit our website to keep up to date with any changes. The current version will always be posted onto our website.

This privacy policy was last updated on 17th May 2018.

If you have any questions in relation to this privacy policy or how we use your personal data they should be sent to anne@mccurdyco.com.