

External Privacy Notice



AR Demolition Ltd – External Privacy Notice

In compliance with UK and European data protection regulations, this privacy notice explains what personal information we collect from you when you visit our website or are a recipient of our services.

AR Demolition Ltd is committed to processing personal information about its customers in ways that comply with its legal and regulatory obligations, and to being clear with customers about what it does with their personal information.

Data collection

AR Demolition Ltd may collect personal information which we receive when:

- you use our website
- you use our services
- you contact us or
- you are a recipient of our services.

We may collect the following types of information:

- your name, address, email address, telephone number(s) and other contact details
- information required to provide you with a service, and details of our services that you have used
- your company's name, your position in the company; the company's address, company's email address and telephone number
- your payment information such as credit or debit card details and bank account details.

Website cookies

Our website hosting 3rd party, Verto UK Ltd, uses cookies. Cookies are small files of letters and numbers that are stored on your browser or hard drive of your computer if you agree. Cookies contain information that is transferred to your computer's hard drive. The only cookies utilised on the Verto websites will be those for Google Analytics and its related services (to track user actions/events and analyse web traffic) and in some cases a session cookie to identify returning users. No personally identifiable information is stored directly in cookies. Verto collect information through cookies, with the aim of ensuring the content of the website and the website pathways work as effectively as possible.

Why do we collect this information?

We collect your personal information to:

- provide you with services that you may request from us.
- meet our legal and regulatory obligations.

How do we collect this information?

We collect personal information:

- **directly from customers:** e.g. when a customer signs up to receive our services or registers on our website
- **from publicly available sources:** e.g. social media & internet services.

We are committed to keeping your information up to date as far as is reasonably possible. However, if you believe that we have made an error, then please contact us as we have outlined below and we will use reasonable endeavours to correct this error.

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Keeping your information safe and secure.

AR Demolition Ltd is committed to keeping customers' personal information secure to protect it from being inappropriately or accidentally accessed, used, shared or destroyed, and against it being lost.

Third party access

Access to your personal information is only allowed when required by law, we do not, and will never, sell or share your personal information with third parties.

Our Service Providers

This includes external third-party service providers, such as accountants, auditors, experts, lawyers and other outside professional advisors; IT systems, support and hosting service providers; printing, advertising, marketing outsourced service providers that assist us in carrying out business activities. All our 3rd party provided systems are located within the UK or EEA.

How long do we keep personal information?

We will only retain customers' personal information for as long as we need it to carry out a particular purpose or meet a particular obligation. Please contact the HR Manager if you wish to receive a copy of our Retention Policy.

Links to other websites:

Our website may contain links to other websites of interest. However, you should note that we do not have any control over these other websites. Once you have used any of these links to leave our site, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting these sites and such sites are not governed by this privacy notice.

Access to personal information.

To make a request to AR Demolition Ltd for any personal information we may hold, we need you to make contact with us in writing at the address provided below:

HR Manager, AR Demolition Ltd, 36 Main Street, Carlton, Nuneaton, Warwickshire CV13 0EZ or by e-mail to info@ardemolition.co.uk.

We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information you think is inaccurate.

Changes to our privacy notice:

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

How to contact us:

Please contact us if you have any questions about our Privacy Notice or about information we hold about you please write to us at:

HR Manager, AR Demolition Ltd, 36 Main Street, Carlton, Nuneaton, Warwickshire CV13 0EZ or by e-mail to info@ardemolition.co.uk.