

# GDPR POLICY STATEMENT

## WE TAKE YOUR PRIVACY SERIOUSLY

We will only use the information that we collect about you lawfully (in accordance with the new General Data Protection Regulations 2018). Under the terms of the GDPR legislation, we are required to explain to you how we will treat any personal and/or private data which we collect from you.

We are Askam Civil Engineering Ltd. We are also known as the data controller. Should you wish to access any of the information that we store about you, or wish to request we remove the data entirely, please simply email us.

We are committed to the privacy of all our users. This policy statement is designed to give a clear explanation of the Askam Civil Engineering Ltd data processing practices.

We will not collect any information about individuals, except where it is specifically and knowingly provided by them. Examples of such information are:

- Your name
- Your address
- Your email address
- Your telephone number

We do not collect, sell or share any information about individual users.

### **Where we store your personal data**

All information you provide to us is stored on secure servers.

### **Uses made of the Information**

We use information held about you in the following ways: to contact you in order to send you information you have asked us to provide or which we think may be useful to you. If you have previously purchased goods or services from us we may provide to you details of similar goods or services, or other goods and services, that you may be interested in.

### **Disclosure of your Information**

We will never disclose your information to anyone outside of Askam except where we have your consent; where we are required or permitted to do so by law; to other companies who provide a service to us; or to any successors in title to our business.

Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to our site; any transmission is at your own risk.

## Access to Information

In accordance with the Data Protection Act 2018 you have the right to access any information that we hold relating to you. Please note that we reserve the right to charge a fee of £10 to cover costs incurred by us in providing you with the information.

## Rights to Erasure

Individuals can make a request for erasure verbally or in writing. Requests must be responded to within one month. The right to erasure is not absolute. We can refuse to erase your data in the following circumstances: ... When keeping your data is necessary for establishing, exercising or defending legal claims. When erasing your data would prejudice scientific or historical research, or archiving that is in the public interest and only applies in certain circumstances.

## Changes to this Policy

This policy replaces all previous versions and is correct as at May 2018. We reserve the right to change the policy at any time.

## Contacting Us

Please do not hesitate to contact us regarding any matter relating to our Privacy Policy via email at [enquires@askam.co.uk](mailto:enquires@askam.co.uk)



J D H Lowery  
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3<sup>rd</sup> June 2020