

PRIVACY POLICY

EJC Contracts Ltd, its subsidiaries and affiliates ('we' or 'our'), are committed to protecting and respecting your privacy.

This policy sets out how we may collect or use, and how we protect your personal information, and your rights in relation to that information. EJC Contracts Ltd processes personal data in accordance with the data protection laws that are applicable within Northern Ireland and the United Kingdom. For any queries relating to data protection, please contact our Human Resources by letter to 386a Ballyclare Road, Newtownabbey, Antrim, Northern Ireland, BT36 4TQ or by email hr@ejccontracts.com.

Personal Data

EJC Contracts Ltd will not collect any personal data about you when accessing website or mobile except where it is specifically and knowingly provided, or where it is necessary for us to process for the purposes of the provision of goods or services, and where there is a valid legal basis for doing so.

Information We May Collect

We may collect and process information that you provide directly, by:

- Forms on our website via desktop or mobile,
- Job applications on our website via desktop or mobile
- Quote requests via desktop or mobile.
- The information you submit about your company, property, contacts, calendar information, location data, site information, photos or images uploaded and yourself.
- When you contact us we may keep a record of that correspondence.

Types and examples of data that we may collect and process when using our websites or mobile site are:

- Your Name
- Address
- Telephone number(s) and email address
- IP Address
- Your employer's name or company name and your occupation
- Contact telephone number(s) and email address
- Information stored in third-party cookies

EJC Contracts Ltd also collect information about your device, including where available and subject to your cookie and privacy settings, your IP address, operating system type, and browser type.

We may share non-personal info/aggregated statistics about our website or visitor traffic patterns with authorised partners, such as Google Analytics. We will never collect, sell or share any information about individual users.

How We Will Use Your Information

We may use the information held about you for the purposes for which it was provided to us as stated at the point of collection, such as a contact us form or quote request (or as may be obvious in the context of collection). Your personal data will be used by us in the following ways:

- To respond to your request(s)
- To send you any information that you have requested
- To improve our business and the service and/or products we provide
- To facilitate any interest in a career vacancy with EJC Contracts Ltd
- To comply with our legal obligation(s)
- To comply with demands or requests made by relevant regulators, government bodies or law enforcement authorities in connection with any disputes or litigation
- For market analysis purposes

We do not collect or compile personal data for release or sale to outside parties for consumer marketing or research purposes or host mailings on behalf of third parties.

We must have a legal reason to process your personal information. Your information will usually be processed to meet our legitimate interest to facilitate your interest in our business. In any cases where your consent is required, this will be clearly communicated to you at the point of collection.

How We Store Your Personal Data

All personal data provided to us via the use of this website or mobile site is stored on systems with appropriate technical and organisational security measures and controls. These measures are reviewed regularly to make sure they remain appropriate.

It must be noted that the transmission of information via the internet is not completely secure. Although we will use our best endeavours to protect your personal data, we cannot guarantee the security of any third-party infrastructure or application you may use to transmit your data (for example, internet browsers, public wi-fi access, public internet).

We may, during certain circumstances, transfer and process your data outside of the UK. Where your personal information is to be transferred outside the UK we will take reasonable steps to ensure that there are appropriate safeguards to protect your information.

We will keep your personal information for at least as long as we have a relationship with you. When deciding how long to keep your personal information after our relationship with you has ended, we will consider our legal, regulatory and professional obligations.

The accuracy of the information that we hold about you is important to us. If any of the personal information we hold about you becomes inaccurate, or out of date, or you object or wish to restrict us processing it, please inform us as soon as possible using the contact details above so that we may update our records.

Disclosure of Your Information

Where required by law or regulatory agreement, or where necessary to fulfil our contract with you, we may also disclose your personal data to:

- Other companies that are engaged by us to provide services to us, in which case we will require those parties to keep that information confidential and secure and to use it solely for the purpose of providing the specified services to us
- Our professional advisers, auditors, and insurance companies
- Regulators, government agencies, law enforcement authorities
- Any relevant ombudsman, dispute resolution body, or court

- Persons or entities connected with any sale, merger, acquisition, disposal or similar change in the organisation of our business

Legal Basis for Processing

For personal data which is not 'sensitive personal data' or 'special categories of personal data' under the relevant data protection laws, unless otherwise notified, we rely on a condition known as 'legitimate interests' in order to process your personal data for the purposes specified above.

We will ensure that the collection and processing of your personal data is kept to a minimum with regards to the amount of data collected and the extent of any processing and will be proportionate to meet our legitimate interests.

If applicable, we will only process 'sensitive personal data' or 'special categories of personal data' where you have provided your explicit consent to do so via a separate consent form referencing this privacy notice, or where there is an alternative legal basis for processing under the relevant data protection laws.

Links to Other Sites

Our website, email communications and IT systems may contain links to other websites or services of partners and clients, or of other third parties. The content and privacy policies of any external site are outside of our control, and we do not accept any responsibility or liability for content or policies. It is your responsibility to check the policies of a third-party site before you submit any personal data to them.

Your Rights

You have rights regarding the use of your personal information, including the right to access, correct, delete, restrict or object to our use of it.

If the information we hold about you is no longer accurate, please inform us as soon as possible. We may ask for additional information from you to deal with any request.

If you have any cause for complaint relating to the way that your personal data is held or processed by us, or if you are dissatisfied with our handling of any request by you in relation to our rights, we would request in the first instance that you make a complaint using the contact details published above.

You have the right to make a complaint relating to data protection to the Information Commissioner's Office (ICO).

Changes to our Privacy Policy

This privacy policy was last amended on 7th December 2022. We keep our privacy policy under regular review, and we reserve the right to change it at any time. Please check back frequently to see any updates or changes to our privacy policy.