



**Robertson Bros.
Engineering Ltd.**
Engineers, Fabricators & Welders

General Data Protection Regulation [GDPR] and Data Protection Act 2018 [DPA] - Privacy Policy

Purpose of Privacy Notice

1. This privacy notice provides information on how Robertson Bros. Engineering Ltd [RB] collects and processes personal data held in the course of provision of engineering services.
2. To always have legitimate grounds for collecting and using personal data.
3. That data collected will not be used in ways that have unjustified adverse effects on the individuals concerned.
4. Be transparent about how we intend to use the data and give individuals approximate privacy notices when collecting their personal data.
5. To handle people's personal data only in ways they would reasonably expect including anything unlawful with the data.
6. To hold, store and back up held data on secure servers and where in hard copy within secure files.
7. To make available on request all personal information held by RB for each individual and to ensure that they are in control of data held.
8. RB will use personal data held for the following purposes:
 - Clients and supplier's names and addresses, telephone numbers and emails.
 - Clients and suppliers bank details.
 - Staff addresses, telephone numbers, email addresses, NI and bank details and other personal details as disclosed personally to RB.
9. We confirm that RB will contact you first for your permission should a third party require your personal data in relation to your work with RB. We will never sell on or disclose your information to third parties.
10. Consent – If you consent to us using your information you have the right to withdraw that consent at any time.
11. Information will be retained for as long as employment, business contacts or contracts, etc, continue with RB. Legal and statutory obligations require us to hold records for six years.