

## **PRIVACY POLICY**

This privacy policy sets out how Simons Group collects, uses and safeguards any information that you give Simons Group, on our projects or when you use this website.

Simons Group is committed to ensuring that your privacy is protected in our capacity as a data controller (i.e. Simons Group decides what Personal Data is collected and what it is used for). Should we ask you to provide certain information by which you can be identified, then you can be assured that it will only be used in accordance with this privacy statement.

Simons Group may change this policy from time to time by updating this page. You should check this page regularly to ensure that you are happy with any changes. This policy is effective from 25<sup>th</sup> May 2018.

### **Data controller**

For the purpose of the EU GDPR, Simons Group Ltd, 991 Doddington Road, Lincoln. LN6 3AA is a data controller.

### **What we collect**

This privacy notice tells you what to expect when Simons Group collects personal information from people outside the Company. It applies to information we collect about:

- visitors to our website, also contact details when completing forms/applications on our web site
- people who use our project portals for project document collaboration
- suppliers and consultants who enter information using our online competence system
- job applicants
- insurance claims
- project induction records, accident and safety warning records
- any contact in relation to a data protection or freedom of information complaint or enquiry
- newsletter subscriptions

### **What we do with the information we gather**

#### **Visitors to our website**

When someone visits our website, we collect standard internet log information and details of visitor behaviour patterns. We do this to find out things such as the number of visitors to the various parts of Simons website. We use Google Analytics to help analyse use of our website. This analytical tool uses 'cookies', which are text files placed on your computer, to collect standard internet log information and visitor behaviour information in an anonymous form. The information generated by the cookie about your use of the website (including your IP address) is transmitted to Google. This information is then used to evaluate visitors' use of the website and to compile statistical reports on website activity for Simons. To find out more about cookies, including how to control and delete them, visit <https://ico.org.uk/for-the-public/online/cookies/>

#### **People who use our project portals**

These notes apply to users of the Simons 4Projects (Viewpoint) portal.

The portal is intended to allow publishing and collaboration of documents for our projects. This is a secure site requiring a username and password. Access to the portal is controlled by the team managing each project. Any data uploaded to the portals will be held securely but other members of the project team will have access according to agreed project protocols. Each user has the rights to enable them to view and amend their own contact details.

Simons/Viewpoint excludes all liability in contract or in tort for your use of the Portal; and you acknowledge that all copyright and other intellectual property rights in the design and contents of the Portal are reserved to Simons/Viewpoint and its licensors and that any unauthorised copying of the design or contents, or other unauthorised use will infringe the rights of Viewpoint and its licensors under international treaty and English law; and Viewpoint may provide access to any information you place on the Channel in relation to a project, at any time, to any parties properly requiring it in order to participate in that project.

### **Suppliers and Consultants who use the E-Partners site**

Simons E-partners system is a secure area of our web site where suppliers and consultants can sign in to view performance information on work they have done for Simons. It can also be used for Companies to complete and update a competence questionnaire.

The E-partners system includes detailed company information but also personal contact details and qualifications. This information is used to establish companies competence and insurance records as part of our selection process. The information is kept in secure systems which are available to Simons employees, but the information is not shared outside Simons.

### **Job applicants**

When individuals apply to work at Simons, we will only use the information they supply to us to process their application and to monitor recruitment statistics. Information will not be shared outside Simons. Personal information about unsuccessful candidates will be held for 12 months after the recruitment exercise has been completed, it will then be destroyed or deleted.

Once a person has taken up employment with Simons, we will compile a file relating to their employment. The information contained in this will be kept secure and will only be used for purposes directly relevant to that person's employment. Once their employment with Simons has ended, we will retain the file in accordance with the requirements of our retention schedule.

### **People who complete insurance forms**

Information on insurance claim forms will be used to process the claim and shared with Simons insurance company. Insurers and their agents share this information with each other to prevent fraudulent claims.

### **Project induction, accident and safety warning records**

On our projects, we record personal information relating to site inductions, accidents and safety warnings. This is to promote safety on site and for accidents to comply with health & safety regulations. This information is only shared outside Simons when safety warnings are emailed to subcontractor companies (employing the person the warning relates to) and when accidents are processed by our Insurance company & the Health & Safety Executive.

### **Marketing communications**

You may give us your email address and other personal data to send you our newsletters and/or marketing communications. If you no longer wish to receive these communications, you can opt out at any time by following the instructions contained in the emails.

### **Storage of data**

We store data for the following periods to ensure it is available should it be required for any queries:

- Personnel & HR records relating to employment dates – 50 years
- Other Personnel & HR Records – 7 years
- All documents for Contracts under deed or seal – 13 years
- All documents for Contracts under hand – 7 years
- Financial documents - 7 years
- Documents relating to issues regarding exposure to asbestos & health related issues - 50 years

### **Contact in relation to data protection requests and complaints**

If you have any queries, requests or complaints relating to your data or Simons data protection policies you can contact the Data Controller at:

Simons Group

991 Doddington Rd

Lincoln

LN6 3AA

Tel 01522 505000

Email [dataprotection@simonsgroup.com](mailto:dataprotection@simonsgroup.com)

If you want to request access to any of your data, complete the data subject access request form attached below.

Where people make a complaint to us we will record the details with the identity of the complainant and any other individuals involved in the complaint. We will only use the personal information we collect to process the complaint. This information will not be shared outside Simons Group.

### **Security**

We are committed to ensuring that your information is secure. In order to prevent unauthorised access, destruction or disclosure, we have put in place appropriate technical and organisational measures to safeguard and secure the information we collect.

### **Controlling your personal information**

We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so.

You may request details of personal information which we hold about you under the EU GDPR, called the Right of Access. If you would like a copy of the information held on you, complete the data subject access request form attached below

If you believe that any information we are holding on you is incorrect or incomplete, please write to or email us as soon as possible, at the above address. We will promptly correct any information found to be incorrect.

### **General Information**

This website does not contain advice regarding law or legal practice. It does however contain general information, some of which concerns law and legal practice.

### **Warranty**

Any legal information found on this website is given without any warranty.

1. We do not warrant that any legal information found in this website will be constantly available, or available at all; or
2. We do not warrant that the legal information found on this website is entire, absolute, true, up-to-date or non-misleading.

### **Advice**

Always seek legal advice from an accredited source, and do not rely on this website as a source of legal information. This website is not an accredited source of legal advice.

### **Responsibility**

This disclaimer does not:

1. Prevent our responsibility for death or personal harm due to negligence
2. Prevent our responsibility for theft or fraudulent fabrication
3. Confine our responsibilities that is not accepted under befitting law

Prevent any of our responsibilities that may not be excluded under applicable law