

# PRIVACY NOTICE



## Our Privacy Notice

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### Information about us

In this privacy notice, references to “we”, “us”, “our” are references to CHAS 2013 Limited, a company incorporated in England (company no. 08466203) with registered address Civic Centre, London Road, Morden, Surrey, SM4 5DX. We are the “controller” for the purposes of the Data Protection Legislation in the UK.

We have appointed Data Protection Officer (DPO) who can be contacted via [DPO@chas.co.uk](mailto:DPO@chas.co.uk).

We provide supply chain risk management, third party accreditation and health and safety assessment.

### Collection of personal information about you

We may collect and process the following personal information about you:

- Information you give us by:
  - subscribing for our services;
  - filling in forms on our website or hard-copy forms provided via post;
  - corresponding with us by phone, e-mail or otherwise;
  - entering into a business relationship with us;
  - submitting a job application;
  - providing information to us when you correspond with us or register to use our website.

Examples of the information you may give us are your name, address, e-mail address and phone number, financial and credit card information, personal description, photograph and training and qualification details.

- Information we obtain from other sources:
  - We operate as part of a Common Assessment Standard which involves sharing information with other Recognised Assessment Bodies (see Common Assessment Standard section below);
  - If you are a contractor, we may be provided with information about you from one of our clients, or from another contractor, which has worked with you in the past;
  - We may view information you put online through company websites or professional sites such as LinkedIn.
- When you visit our website:
  - Internet Protocol (IP) address used to connect your computer to the Internet
  - your login information, browser type and geographical location.

### **How we use your information**

When you provide personal information to us, we may use it for any of the purposes described in this privacy notice or as stated at the point of collection (or as obvious from the context of collection), including:

- to carry out our obligations arising from any contracts entered into between you and us and to provide you with the information, products and services that you request from us;
- to create a database of accredited contractors which can be accessed by our clients;
- to contact you if we think you may be interested in our products and services;
- to notify you about changes to our service;
- to process and acknowledge any job application that you may make;
- to administer our website and for internal operations, including troubleshooting, data analysis, testing, research, statistical and survey purposes; and
- to improve our products, our services and our website to ensure that content is presented in the most effective manner for you and for your computer.

### **Legal basis for processing your information**

We rely on one or more of the following lawful bases to process your personal information:

- to perform our obligations under any contracts that have been agreed with you; or
- our legitimate interests in the effective delivery of information and services to you and in the effective and lawful operation of our businesses (provided these do not interfere with your rights);
- to satisfy any legal and regulatory obligations to which we are subject;
- where you have consented (agreed) to us processing your personal information.

### **Sharing of information**

We may disclose your personal information to our employees, consultants (e.g. assessors), insurers or professional advisers as reasonably necessary for the purposes set out in this privacy notice.

We may upload your personal information on a database of accredited contractors which is accessible to our clients.

Your personal information may be transferred to third party service providers who process information on our behalf, including providers of information technology, identity management, website hosting and management, data analysis, data back-up, security and storage services.

We may also share your personal data with our consultants, insurers or professional advisors who may use it for their own purposes.

We may also share your personal data with Marsh Commercial (a trading name of Jelf Insurance Brokers Ltd) for the purpose of sending you information about insurance products and services which may be of interest to you and, if requested, arranging insurance for you. Full details of how Marsh Commercial may use your personal data can be found at <https://www.marshcommercial.co.uk/info/privacy/>. These third parties may use their own third-party subcontractors that have access to your personal data.

We may disclose your personal information to law enforcement, regulatory, or other government agencies or to other third parties as required by, and in accordance with, applicable law or regulation.

We will report any suspected breaches of the IOSH Code of Conduct or the IIRSM Code of Ethics by their members. Information you supply to us and our clients may be disclosed to IOSH or IIRSM in evidence.

In the event that our business is acquired by a third party then the personal data we process will be transferred to the new owner of the business along with the other business assets.

### **Common assessment standard**

We are a Recognised Assessment Body operating as part of the Common Assessment Standard which comprises an industry-agreed question set establishing an industry-standard assessment. When you are assessed by us against the Common Assessment Standard you are entered onto our database of accredited contractors which is shared across the industry with clients in the construction industry, other Recognised Assessment Bodies and their clients in the construction industry. Your personal data relevant to your accreditation will be shared across this network. The Recognised Assessment Bodies will be listed on the Build UK website <https://builduk.org>.

### **International transfers**

Your personal information may be transferred outside the EU/EEA. Any such transfer will be only:

- To you; or
- To a recipient located in a country which provides an adequate level of protection for your personal information, for example the UK; or
- To a recipient under a contractual agreement which satisfies EU legal requirements for the transfer of personal information, to ensure that appropriate safeguards are in place to protect your personal information in accordance with EU levels of data protection; or
- When your personal information has first been anonymised

### **Retention of personal information**

We will retain your personal information only for as long as it is required for the purposes for which it was collected, or as required to do so by law. This means that we will normally retrain your personal information for six years.

### **Direct marketing & unsubscribing from marketing**

Where we are legally required to obtain your consent to provide you with marketing materials, we will only provide you with such marketing materials if you have provided consent for us to do so. For business to business marketing, we carry this out in our legitimate interests to promote our products and services and do not require consent, however you can unsubscribe at any time by clicking the unsubscribe link in our emails.

You may receive information from us as part of your subscription with us and you may receive automated emails when content is updated.

If you subscribe to any newsletters, you will receive emails known as newsletters. If you select any preferences such as issues, topics, subjects or industries, you may receive email communications related to those self-selected topics.

If you want to unsubscribe from mailing lists or any marketing, you should look for and follow the instructions we have provided within the appropriate area(s) of the website or in the relevant communications to you.

If you do not wish to receive emails or marketing communications from us, you can at any time contact us to request that such communications cease. If you choose to unsubscribe from any or all mailings, we may retain information sufficient to identify you so that we can honour your request.

### **Rights in relation to your information**

You may have certain rights in relation to the personal information we hold about you. In particular, you may have a right to ask us:

- not to use your personal data for marketing purposes;
- not to process your personal data where it is processed on the basis of legitimate interests provided that there are no compelling reasons for that processing;
- not to process your personal data for scientific or historical research purposes, where relevant, unless the processing is necessary in the public interest;
- for access to personal information held about you;
- for the information we hold about you to be rectified if it is inaccurate or incomplete;
- for data to be erased provided that the personal data is no longer necessary for the purposes for which it was collected, you withdraw consent (if the legal basis for processing is consent), you exercise your right to object, set out below, and there are no overriding legitimate grounds for processing, the data is unlawfully processed or the data needs to be erased to comply with a legal obligation;
- for the processing of that information to be restricted if the accuracy of that data is contested, the processing is unlawful, the personal data is no longer necessary for the purposes for which it was collected, or you exercise your right to object (pending verification of whether there are legitimate grounds for processing);

- for data portability if the processing is carried out by automated means and the legal basis for processing is consent or contract.

If you would like to exercise these rights, please contact us by sending an email or by one of the means set out at the end of this privacy notice. We may require you to prove your identity before processing a request.

In the event that you are not satisfied with our processing of your personal data, you have the right to lodge a complaint with the relevant supervisory authority, which is the Information Commissioner's Office (ICO) in the UK, at any time. We request that you first contact us and allow us to respond to your concerns before approaching the ICO. The ICO's contact details are available here: <https://ico.org.uk/concerns/>.

### **Security of personal information**

We have implemented generally accepted standards of technology and operational security in order to protect personal information from loss, misuse, alteration or destruction. Only authorised persons are provided access to personal information collected via the website; such individuals have agreed to maintain the confidentiality of this information.

Although we use appropriate security measures once we have received your personal data, the transmission of data over the Internet (including by e-mail) is never completely secure. We endeavour to protect personal data, but we cannot guarantee the security of data transmitted to or by us.

### **Cookies**

Cookies are small files that are put onto your device when you visit websites like ours. We use cookies in order to collect information that helps us improve your user experience. For more information about cookies, please see our Cookie Policy.

### **Contact us**

If you have any questions or complaints about this privacy notice or the way your personal information is processed, or would like to exercise one of your rights set out above, please contact us by one of the following means:

Email: [admin@chas.co.uk](mailto:admin@chas.co.uk)

Post: FAO: CHAS 2013 Ltd, 14th Floor, Civic Centre, London Road, Morden, Surrey, SM4 5DX

For the purposes of data protection legislation, the controller for the processing set out in this Privacy Notice is CHAS 2013 Ltd.

### **Modifications**

We may update this privacy notice at any time by publishing an updated version on our website. So you know when we make changes to this privacy notice, we will amend the revision date at the bottom of this page. The new modified or amended privacy notice will apply from that revision date. Therefore, we encourage you to review this privacy notice periodically to be informed about how we are protecting your information.