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1 Who We Are

Hobson and Porter Limited (*'we' or 'us' or 'our'*) gather and process your personal information in accordance with this privacy notice and in compliance with the relevant data protection Regulation and laws. This notice provides you with the necessary information regarding your rights and our obligations, and explains how, why and when we process your personal data.

Hobson and Porter Limited's registered office is at:

**Clifford House,
Malmo Road,
Sutton Fields Industrial Estate,
Hull,
HU7 0YF**

We are a company registered in England and Wales under company number **1448193**. We are registered on the Information Commissioner's Office Register; registration number **ZA346282**, and act as the data processor when processing your data. Our Compliance Team can be contacted at the above address or via:


dataprivacy@hobsonporter.com or by phone using 01482 823999.

2 Information That We Collect

Hobson and Porter Limited processes your personal information to meet our legal, statutory and contractual obligations and to provide you with our products and services. We will never collect any unnecessary personal data from you and do not process your information in any way, other than as specified in this notice.

The personal data that we collect from is: -

- Name;
- Date of Birth;
- Home Address;
- Personal Email;
- Business Email;
- Home Telephone Number;
- Mobile Telephone Number;
- National Insurance Number;
- Passport Number;
- Driver's License Number;
- CSCS (Contractor Skills Certificate Scheme) Card Number;
- Qualification Records;

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- Special Category Data (*i.e. health/medical information; biometric i.e., photographs, CCTV, etc. ;*)

We collect information in the below ways, but not limited to: -

Online enquiry forms, employment applications and CVs, telephone enquiries, emails, receipt of business cards, company reception and visitors' book, signing in sheets/site induction records, etc.

3 How We Use Your Personal Data *(Legal Basis for Processing)*

Hobson and Porter Limited takes your privacy very seriously and will never disclose, share or sell your data without your consent; unless required to do so by law. We only retain your data for as long as is necessary and for the purpose(s) specified in this notice. Where you have consented to us providing you with promotional offers and marketing, you are free to withdraw this consent at any time. ***The purposes and reasons for processing your personal data are detailed below: -***

- We collect your personal data in the performance of a contract or to provide a service;
- We collect and store your personal data as part of our legal obligation for business accounting and tax purposes;
- We have a legal obligation to share your personal data with a variety of industry bodies (details are available on request) to comply with legal obligations, the vital interests of employees and contractors, personnel safety, site security and, skills and competence development;
- We use your personal data in order to support your employment with us, and provide employee benefits;
- We may occasionally send you marketing information where we have assessed that it is beneficial to you as a customer and in our interests. Such information will be non-intrusive and is processed on the grounds of legitimate interests.

4 Your Rights

You have the right to access any personal information that Hobson and Porter Limited processes about you and to request information about: -

- What personal data we hold about you;
- The purposes of the processing;
- The categories of personal data concerned;
- The recipients to whom the personal data has/will be disclosed;
- How long we intend to store your personal data for;
- If we did not collect the data directly from you, information about the source.

If you believe that we hold any incomplete or inaccurate data about you, you have the right to ask us to correct and/or complete the information and we will strive to do so as quickly as possible; unless there is a valid reason for not doing so, at which point you will be notified.

You also have the right to request erasure of your personal data or to restrict processing (*where applicable*) in accordance with the data protection laws; as well as to object to any direct marketing from us. Where applicable, you have the right to data portability of your information and the right to be informed about any automated decision-making we may use.

If we receive a request from you to exercise any of the above rights, we may ask you to verify your identity before acting on the request; this is to ensure that your data is protected and kept secure.

5 Sharing and Disclosing Your Personal Information

We do not share or disclose any of your personal information without your consent, other than for the purposes specified in this notice or where there is a legal requirement. Hobson and Porter Limited uses third-parties to provide the below services and business functions; however, all processors acting on our behalf only process your data in accordance with instructions from us and comply fully with this privacy notice, the data protection laws and any other appropriate confidentiality and security measures.

Hobson & Porter Ltd uses the following third parties:

Mercury Group

We use Mercury Group to provide and manage our web presence.

For more information about Mercury Group, read their Privacy Notice here:

<https://www.mercury-web.co.uk/privacy-cookie-policy/>

Campaign Monitor

We use Campaign Monitor to manage our email marketing.

For more information about Campaign Monitor, read their Privacy Policy here:

<https://www.campaignmonitor.com/policies/#privacy-policy>

Intrasource Ltd

We use Intrasource to provide our Information Systems and Network Security.

For more information about Intrasource Ltd, read their Privacy Notice here:

<https://www.intrasource.co.uk/privacy-policy>

Hobson and Porter uses a number of third-party processors and the above processors are those used to support the processing of personal data from any enquiry or newsletter request made through our website. After initial contact, if our relationship changes and you become a client or supplier or employee etc., other third-party processors may be used in providing additional services during our relationship. On a change in our

relationship such as this, the additional third-party processors will be advised to you via a further Privacy Notice at that point in time.

6 Safeguarding Measures

Hobson and Porter Limited takes your privacy seriously and takes every reasonable measure and precaution to protect and secure your personal data. We work hard to protect you and your information from unauthorised access, alteration, disclosure or destruction and have several layers of security measures in place, *including*: -

SSL, TLS, encryptions, pseudonymisation, restricted access, IT authentication, firewalls, anti-virus/malware, secure VPN

7 Transfers Outside the EU

Hobson and Porter Limited utilise some products or services (*or parts of them*) that may be hosted/stored in **the USA**, which means that we may transfer any information which is submitted by you through the website outside the European Economic Area ("EEA") for the below purposes: -

- **Email Marketing using Campaign Monitor.**

Therefore, when you **sign up to our newsletter**, the personal information you submit may be stored on servers which are hosted in **the USA** and will also come under the US Privacy Shield. Where this is the case, we will take steps to ensure that those providers use the necessary level of protection for your information and abide by strict agreements and measures set out by **Hobson and Porter Limited** to protect your data and comply with the relevant data protection laws.

8 Consequence of Not Providing Your Data

You are not obligated to provide your personal information to **Hobson and Porter Limited**, however, as this information is required for us to provide you with our services, we will not be able to offer some/all our services without it.

9 Legitimate Interests

As noted in the *'How We Use Your Personal Data'* section of this notice, we occasionally process your personal information under the legitimate interests' legal basis. Where this is the case, we have carried out a thorough Legitimate Interests' Assessment (LIA) to ensure that we have weighed your interests and any risk posed to you against our own interests; ensuring that they are proportionate and appropriate.

We use the legitimate interests' legal basis for processing to maintain an effective relationship with our clients during contract delivery, engaging with those professionals working with us on contracts and projects, along with prospective clients and their teams following enquiries and have identified that our interests are that these data subjects need to be kept up-to-date on products, services, information relating to projects, etc.

10 How Long We Keep Your Data

Hobson and Porter Limited only ever retains personal information for as long as is necessary and we have strict review and retention policies in place to meet these obligations. We are required under UK tax law to keep your basic personal data (*name, address, contact details*) for a minimum of 6 years after which time it will be destroyed. Other retention periods are used for various personal data and the length of the retention period will vary in line with the requirement, purpose and any legal or contractual obligation.

Where you have consented to us using your details for direct marketing, we will keep such data until you notify us otherwise and/or withdraw your consent.

11 Special Categories Data

Owing to the products, services or treatments that we offer, **Hobson and Porter Limited** sometimes needs to process sensitive personal information (*known as special category data*) about you, to meet our legal and contractual obligations as well as the vital interests of employees and contractors. Where we collect such information, we will only request and process the minimum necessary for the specified purpose and identify a compliant legal basis for doing so.

12 Marketing

Hobson and Porter Limited may occasionally send you newsletters, industry information and relevant services by email that have been identified as being beneficial to our customers and in our interests. Such information will be relevant to you as a customer and is non-intrusive and you will always have the option to opt-out/unsubscribe at any time.

Hobson and Porter Limited may use either legitimate interest where you are a client or explicitly given consent through our website to maintain contact.

13 Lodging a Complaint

Hobson and Porter Limited only processes your personal information in compliance with this privacy notice and in accordance with the relevant data protection laws. If, however you wish to raise a complaint regarding the processing of your personal data or are unsatisfied with how we have handled your information, you have the right to lodge a complaint with the supervisory authority.

**Compliance Team,
Hobson and Porter Ltd,
Clifford House,
Malmo Road,
Sutton Fields Industrial Estate,
Hull,
HU7 0YF**

T: 01482 823999 or E: dataprivacy@hobsonporter.com

Information Commissioner's Office
Wycliffe House,
Water Lane,
Wilmslow,
Cheshire,
SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number
 Fax: 01625 524 510

Website Complaint Submission: <https://ico.org.uk/concerns/handling/>



14 Cookie Notice

A *'cookie'* is a small piece of data sent from a website and stored on the user's computer by the user's web browser while the user is browsing. When you visit a site that uses cookies for the first time, a cookie is downloaded onto your computer/mobile device so that the next time you visit that site, your device will remember useful information such as items added in the shopping cart, visited pages or logging in options.

Cookies are widely used in order to make websites work, or to work more efficiently, and our site relies on cookies to optimise user experience and for features and services to function properly.

Most web browsers allow some control to restrict or block cookies through the browser settings, however if you disable cookies you may find this affects your ability to use certain parts of our website or services. For more information about cookies visit <https://www.aboutcookies.org>.

APPROVAL

	Name	Signature	Position	Date
Approved by	Jacque Blades		Director	27.09.2018
Approved by	Mike Gibbin		Director	27.09.2018