

# PRIVACY NOTICE

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FLI Global (incorporating Vertase FLI Limited, FLI Water Limited and FLI Carlow Limited) are committed to protecting and respecting your privacy. This notice together with our terms and conditions sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us.

## **Who is responsible for your data**

Vertase FLI controls the ways your personal data is collected and the purposes for which your personal data is used, and we are the 'data controller' for the purposes of the General Data Protection Regulation (GDPR).

## **Personal data we collect about you**

When using the term 'personal data' in our Privacy Notice, we mean information that relates to you and allows us, and others, to identify you. We collect personal data from you when you supply goods or services to us, or we provide a service to you. This may include, but is not limited to:

- Clients: Names, contact details.
- Subcontractors/ Suppliers: names, contact details, bank account details, NI number, company registration and VAT number.
- Correspondence between Vertase FLI and clients, subcontractors and suppliers.

## **How and why we use your personal data**

We use your personal data:

- As necessary for the performance of a contract with the data subject or to take steps to enter into a contract.
- To maintain a register of Approved Subcontractors and Suppliers.

## **How long will we keep your personal data?**

We will retain your personal data for as long as we need it in order to fulfil our purposes set out in this Privacy Notice, or in order to comply with the law.

## **Your rights and your personal data**

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data:

- The right to be informed about the collection and use of your personal data.
- The right of access to your personal data.
- The right to have inaccurate personal data rectified.
- The right to have personal data erased.
- The right to restrict or suppress personal data.
- The right to data portability – allowing individuals to obtain and reuse data across different services.
- The right to object – for example, profiling.
- Rights in relation to automated decision making and profiling.

## **Requesting access to your personal data**

If you would like a copy of some or all of the information, please email Rebecca Weller at [rweiler@vertasefli.co.uk](mailto:rweiler@vertasefli.co.uk).

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## **Security of your personal data**

We are committed to taking appropriate technical and organisational measures to protect your personal data against unauthorised or unlawful processing and against accidental loss, destruction or damage.

## **Sharing your personal data**

Your personal data will be treated as strictly confidential and will be shared with employees of Vertase FLI Limited.

We are required to inform HMRC of all payments to subcontractors as part of the operation of the Construction Industry Scheme (CIS) scheme.

The Company has no intention of sharing data with third parties for marketing purposes.

## **Reporting breaches**

A personal data breach means a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data. This includes breaches that are the result of both accidental and deliberate causes.

Personal data breaches can include:

- access by an unauthorised third party;
- deliberate or accidental action (or inaction) by a controller or processor;
- sending personal data to an incorrect recipient;
- computing devices containing personal data being lost or stolen;
- alteration of personal data without permission; and
- loss of availability of personal data.

If you believe a data breach has occurred please inform Rebecca Weller with immediate effect.

## **Updates to our privacy policy**

We will keep our privacy policy under regular review and we will communicate any updates.

## **Contact Information**

Questions, comments and requests regarding this privacy policy are welcomed and should be addressed to Rebecca Weller ([rweller@vertasefli.co.uk](mailto:rweller@vertasefli.co.uk)).

## **Signed on behalf of Vertase FLI Limited**

**Trevor Snell, FLI Group Managing Director**

**Updated: January 2021**