



# Supply chain privacy notice

Crest Nicholson is committed to handling your information responsibly. This Privacy Notice sets out what information we process, why we process it and your rights in this regard.

## **Who we are**

When we refer to 'Crest Nicholson' we mean Crest Nicholson Operations Ltd (see our registration with the UK data protection regulator, the Information Commissioner's Office, registration number Z8735020).

We're part of the Crest Nicholson Group, and your information will only be used by Crest Nicholson Group companies to help support our relationship with you.

The Crest Nicholson Group, including Crest Nicholson PLC, Crest Nicholson Operations Limited and their divisions and subsidiaries (we/us/our), are committed to safeguarding your privacy.

## **Information we may collect about you**

As part of our tendering processes and in order to negotiate with you and liaise with you during your work/services (should you be successful), we will collect the following types of information:

- contact details for your business and your team, so that we liaise with the correct people
- bank account details, Unique Tax References and/or company registration number
- evidence of competency relevant to any works/services being discussed and undertaken
- site induction and other training records, including details pertaining to health and safety incidents and references, should we wish to follow them up.

We will also take minutes during meetings over the course of our relationship, which may include names, job titles and contact details.

All visitors and workers on our sites will be required to sign in and out each day. Some locations may use CCTV and a form of biometric/fingerprint access for safety and security purposes.

## **Cookies**

We capture information about how people use Crest Nicholson websites. If you have used our website please refer to our full Cookie Policy for further information.

## **Legal basis, retention and security**

In most cases we will process your information because it is necessary for the performance or award of a contract with you. We will also process your information where it is necessary to comply with our legal obligations.

We will only keep your data for as long as is necessary to meet these legal obligations and to fulfil our contract with you. It is likely that some information will be kept for up to 12 years following the completion of your contract.

We have adopted a range of technical and organisational measures to help ensure your personal data is used responsibly and to help keep it safe and secure. In limited circumstances, your personal data may be accessed, transferred, and/or stored outside the European Economic Area (EEA). Regardless of location we will impose the same data protection safeguards that we deploy inside the EEA.

## **What are your rights?**

You have certain rights in relation to your personal data. Please be aware that certain exceptions apply to the exercise of these rights and so you will not be able to exercise these in all situations.

- **Subject Access:** You have a right to be informed if we are processing personal data about you, and if so, to obtain a copy of any personal data held about you by Crest Nicholson.
- **Rectification:** You can ask us to correct any inaccurate or incomplete personal data.
- **Erasure:** You can ask us to erase personal data in certain circumstances.
- **Withdrawal of consent:** You can withdraw any consents to processing that you have given us and prevent further processing if there is no other ground under which Crest Nicholson can process your personal data.
- **Restriction:** You can require certain personal data to be marked as restricted whilst complaints are resolved and also restrict processing in certain other circumstances.
- **Right to object:** You can object to the processing of your personal data that is based on our legitimate interests (including profiling) or done for research and statistical purposes. You also have the right to object to the use of your personal data for direct marketing purposes (including profiling).
- **Portability:** Where we rely on your consent to process your personal data or where processing is necessary for the performance of a contract, you can ask us to provide you with the personal data in a format that will allow you to transmit it to a third party electronically.
- **Raise a complaint:** You can raise a complaint about our processing with the data protection regulator in the UK (the Information Commissioner's Office)
- **Rights related to automated decision making, including profiling:** In certain circumstances you have the right not to be subject to automated decision making and/or profiling. (Note this does not apply in circumstances where processing is necessary for entering into or for the performance of a contract with you).

#### **Your contact for any queries**

The Company Secretary is responsible for data protection within Crest Nicholson and should be contacted if you have any queries regarding this notice. The contact details are set out below:

Company Secretary: Kevin Maguire

Location: Crest House, Pycroft Road, Chertsey, Surrey, KT16 9GN

Phone: 01932 580 555

Email: [privacy@crestnicholson.com](mailto:privacy@crestnicholson.com)