



BJMC Building Services Ltd Customer Privacy Notice

This privacy notice tells you what to expect us to do with your personal information.

Our contact details:

Post

27 Willow Park Road , Aston, Derby, DE72 2DF, GB

Telephone

07904861040

Email

bjmcbuildserv@gmail.com

What information we collect, use, and why

We collect or use the following information to provide services and goods, including delivery:

- Names and contact details
- Addresses
- Purchase or account history
- Payment details (including card or bank information for transfers and direct debits)
- Health and safety information

We collect or use the following information for the operation of customer accounts and guarantees:



- Names and contact details
- Addresses
- Payment details (including card or bank information for transfers and direct debits)
- Purchase history

Health and safety information

We collect or use the following information to comply with legal requirements:

- Identification documents
- Health and safety information

Lawful bases

Our lawful bases for collecting or using personal information to provide services and goods are:

- Consent
- Contract
- Legal obligation

Our lawful bases for collecting or using personal information for the operation of customer accounts and guarantees are:

- Consent
- Contract



Our lawful bases for collecting or using personal information for legal requirements are:

- Consent
- Contract

Where we get personal information from

- People directly

How long we keep information

Data retention schedule

Type of personal data Period Buffer Period Commencement

Clients

Bank details	3 months	n/a	Termination of contract or last engagement (whichever is last)
Client work (all records inc. audit files, working papers, accounts, tax papers, PAYE files, Insolvency, Correspondence)	6 years	+1 year	End of relevant financial year
Contact information	3 years	n/a	Termination of contract or last engagement (whichever is last)

Employees and workers

Bank details	6 months	n/a	Termination of employment
Record of injury at work (resulting in incapacitation or more than 3 days)	4 years	n/a	Date of incident
Sickness Self Certification/ GP Fit Notes and other health related information	6 years	+1 year	Termination of employment
Work related medical examinations relating to hazardous substances	30 years	n/a	Date of last entry in records
Payroll information	6 years	+1 years	End of relevant financial year
DBS documents	6 months	n/a	Date of check



Family friendly rights (i.e maternity, paternity)	3 years	+1 year	End of relevant financial
Personnel file data	6 years	+1 year	Termination of employment
Photographs	1 year	n/a	Termination of employment
Working time records (inc. Holiday pay, overtime)	2 years	n/a	Termination of employment

Data subjects referenced in our internal financial documentation

Accounting records Ltd	3 years	n/a	Date created
Financial information in support of tax return	6 years	+1 years	Date created

Suppliers and Contractors

Contact information	3 years	n/a	Termination of contract or last engagement (whichever is last)
Contact information (where supplier is a data subject) and suppliers employee contact information	6 years	+1 year	Termination of contract or last engagement (whichever is last)
Personal data contained within work delivered and internal documentation	6 years	+1 year	Termination of contract or last engagement (whichever is last)
Bank details (where suppliers is a data subject)	3 months	N/a	Termination of contract or last engagement (whichever is las

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal data.

Your right to rectification - You have the right to ask us to rectify personal data you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal data in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal data in certain circumstances.

Your right to object to processing - You have the right to object to the processing of your personal data in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal data you gave us to another organisation, or to you, in certain circumstances.

Your right to withdraw consent – When we use consent as our lawful basis you have the right to withdraw your consent.

You don't usually need to pay a fee to exercise your rights. If you make a request, we have one calendar month to respond to you.

To make a data protection rights request, please contact us using the contact details at the top of this privacy notice.

How to complain

If you have any concerns about our use of your personal data, you can make a complaint to us using the contact details at the top of this privacy notice.

If you remain unhappy with how we've used your data after raising a complaint with us, you can also complain to the ICO.

The ICO's address:

Information Commissioner's Office

Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

Website: <https://www.ico.org.uk/make-a-complaint>



BJMC
Building Solutions
Ltd



Managing Director: Peter Souto

Date: 14 May 2024

Signed: 

