Barton Solutions SW LTD

GDPR Privacy Statement

Document Version History

The version of this document is indicated by the version number in the footer of this document. Please update this table when any approved changes are made.

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| Version | Date | Changes | Author |
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# Summary

This is the privacy statement for Barton Automation and Barton Solutions Electrical Ltd. This statement details how Barton Automation and Barton Solutions Electrical Ltd, website, services, and any 3rd party providers collect, use, secure, transfer and share your information.

Barton Automation and Barton Solutions Electrical Ltd are providers of Home Automation Services and Electrical Services.

The companies address is

Unit 6F, South Hams Business Park, Churchstow,Kingsbridge, Devon TQ7 3QH.

# Classes of data collected and processed

As a company we mainly provide home automation and electrical services and as a result we primarily collect and process data in relation to the following data subjects;

1. Customers & Suppliers of Barton Automation and Barton Solutions Electrical Ltd (Users data)
2. Data belonging to Users Customers
3. Data belonging to Employees and prospective Employees/Applicants

The type and amount of data that is collected, is different in relation to these two types of “data subjects”.

|  |  |  |
| --- | --- | --- |
| Employees/Applicants |  Users/Suppliers | Users Customers |
| Full name | Full name | Full name |
| Address | Address | Gender |
| Nationality | Contact numbers | Date of birth |
| Date of birth | Company status |  |
| Previous address | Email addresses | Address |
| Email address | Industry | Contact numbers |
| Contact numbers | Payment history with Barton Solutions SW Ltd | Electricity (MPAN) number |
| Employment History |  | Bank details |
| Passport number |  |  |
| Driving licence number |  |  |
| Bank details |  |  |
| Salary details |  |  |
| UCR Number (where applicable) |  |  |
| Health information |  |  |
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# How we collect this data?

|  |  |  |
| --- | --- | --- |
| Employees/Applicants | Users/Suppliers | Users Customers |
| From the individual through the website | From the user through the website | From the user through the website |
| During conversations over the phone | During conversations over the phone | Post |
| Email | Email | Email |
| Post | Post | During conversations over the phone |
| Recruitment agencies | Companies House | Client meetings |
| Health Professionals |  |  |
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In addition, we may also gather information, only in relation to Users, from our key accounts, where there is a contractual relationship for us to supply our goods and services to their members/users at which point they then become our Users. Consent is supplied to the key account by the user for this transfer to take place.

# Why do we collect this data?

The reasons we collect information is different depending on the types of “data subject”

|  |  |  |
| --- | --- | --- |
| Employees/Applicants | Users/Suppliers | Users Customers |
| Access the suitability of the applicant | Assess the suitability of the service | To enable us to provide quotations |
| To administer the employee/employer relationship | To enable the smooth operation of the service | To keep communication open during length of project |
| Pay salary | Administer and manage the account | To collect payments and manage billing |
| Due diligence | Manage billing | To enable our engineers to visit sites and carry out necessary works  |
| Manage effective communications | Manage communications | To enable our sub contractors to visit sites and carry out necessary works |
| Ensure contractual obligations are met | To source electrical and home automation equipment |  |
| Compliance & regulatory obligations | To request quotations |  |
| Absentee due to sickness |  |  |
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# Lawful basis of processing

The lawful basis of processing is direct based on the “data subject” as detailed below:

|  |  |  |
| --- | --- | --- |
| Employees/Applicants | Users/Suppliers | Users Customers |
| Consent - We may process your data to tell you about any opportunities that may be of interest to you. | Consent - We will process your data to tell you about our services and improve the service we give to you. | Legal Obligation - Data is processed in order that the User can comply with their regulatory obligations. |
| Contract - We will process your data to perform necessary actions to deliver our commitment under the contract we have with you.  | Contract - We will process your data to perform the necessary actions to deliver our commitment under the contract we have with you. | Contract - Data is processed so that the User can fulfil the obligations under the contract they have with the customer.  |
| Legal Obligation - We will process your data to comply with our regulatory obligations. | Legal Obligation - We will process your data to comply with our regulatory obligations. |  |
| Special Category - We may process health data if you are absent due to sickness or injury.  |  |  |

# Data sharing

Barton Automation and Barton Solutions Electrical Ltd, will only share User data, and Employees/Applicants data with its partners in order to fulfil its obligations under the contract it has with them and to satisfy the Legal Obligation requirement.

Barton Automation and Barton Solutions Electrical Ltd will only share Users customer data with its partners in order to carry out the various checks and screens that are required under the Users Legal Obligation requirement and in accordance with fulfilling the contractual obligations.

Barton Automation and Barton Solutions Electrical Ltd may share data with prospective/future employers in respect of current and past Employees.

Nothing in this document will prevent Barton Solutions SW Ltd from making any disclosure of data as required by law or by any competent authority.

Barton Automation and Barton Solutions Electrical Ltd does not share any data for any other reason other than what is stated above.

In respect of data that is shared as above, Barton Automation and Barton Solutions Electrical Ltd contractually requires all service providers and/or recipients, to safeguard the privacy and security of personal information they process on our behalf and authorise them to use or disclose the information only as necessary to perform services on our behalf or comply with legal requirements.

Barton Automation and Barton Solutions Electrical Ltd reserve the right to transfer your information in the event of a sale or transfer (wholly or partially) of our business or assets, with reasonable efforts on the acquirer to protect/use the information consistent with this statement.

# How long do we keep information?

**In respect of Users/Supplier data:**

We only keep information for the amount of time necessary to fulfil the contractual obligation.

We will keep information for an extended period of time in relation to our Legal Obligation, but we will only keep the necessary information for this purpose.

**In respect of Employee data:**

We only keep information, for the amount of time necessary, to fulfil the contractual obligation.

We will keep information, for an extended period of time, in relation to our Legal Obligation, but we will only keep the necessary information for this purpose.

We will keep data, for an extended period of time, so that we can provide any necessary references required by the data subject.

This data will not be processed for any other reason beyond the term of employment.

**In respect of User Customer data:**

We will keep User Customer data for as long as the User deems it necessary under the terms of their privacy policy and in accordance with their data retention requirements under the legal basis of processing between them and their customers. Barton Automation and Barton Solutions Electrical Ltd provides all the necessary tools and features within the system to enable Users to manage their data obligations as they require.

# International Transfers

Barton Automation and Barton Solutions Electrical Ltd does not carry out transfers of data outside the EEA.

# Data Subject Rights

The following outlines the rights that you hold in respect of the processing of your data by Barton Automation and Barton Solutions Electrical Ltd

Some of the rights may not apply or have limitations based on the legal basis of processing that is taking place.

## Right to be informed

All Data Subjects will be informed that Barton Automation and Barton Solutions Electrical Ltd is processing their data and what legal basis that data is being processed under.

It is the Users sole responsibility to inform their customers of the data processing, reasons, and rights, as a result of that data being with Barton Automation and Barton Solutions Electrical Ltd.

## Right of Access & Correction

All Users have the right to access all of the data about them which is being processed by Barton Automation and Barton Solutions Electrical Ltd. All data processed by Professional Office is held within the Users account on the system. As a result, all Users can correct any information held about them that is incorrect, using this facility.

## Right to Erasure (Right to be Forgotten)

All Data Subjects have the right to be forgotten in relation to any data collected and processed as a result of the Consent basis of processing. If you would like to exercise this right, please contact us so that we can ensure your requirements are met.

## Right to restrict processing

All Data Subjects have the right to restrict the processing of data held by Barton Automation and Barton Solutions Electrical Ltd to limit the activities it can carry out in relation to the Consent Basis of processing.

If you would like to exercise this right, please contact us so that we can ensure your requirements are met.

## Right to Object (Right to withhold Consent)

All Data Subjects have the Right to Object or withhold consent to the processing of their data under the Consent basis of processing as detailed in the “Lawful basis of processing” table above.

If you would like to exercise this right, please contact us so that we can ensure your requirements are met.

# Rights relating to Users, Customer data

The rights relating to data held by Barton Automation and Barton Solutions Electrical Ltd in relation to Users Customer data may differ from those stated above. However, those rights should be detailed and enforced by the User in accordance with their agreement between them and their customer.

Barton Automation and Barton Solutions Electrical Ltd cannot dictate or enforce those rights on the User, however Barton Automation and Barton Solutions Electrical Ltd will provide any and all practicable assistance to enable the User to fulfil their obligations under that agreement and any legal obligation.

# How we protect Personal Data

The security of personal data is extremely important to Barton Automation and Barton Solutions Electrical Ltd, as a company we are committed to protecting the information we collect store and process. We maintain administrative, technical and physical safeguards designed to protect the data you provide, or we collect, against accidental, unlawful or unauthorised destruction, loss, alteration, access, disclosure or use.

Barton Automation and Barton Solutions Electrical Ltd stores data only for as long as it is necessary to fulfil the purpose for which the data is collected, unless otherwise required or authorised by applicable law.

Barton Automation and Barton Solutions Electrical Ltd takes appropriate measures to destroy or permanently de-identify any data it is instructed to remove from the system as required by the User or legal authority.

# Updates to this statement

From time to time this statement may be updated in light of regulatory changes or changes in the manner or way in which Barton Automation and Barton Solutions Electrical Ltd operates in relation to its data. With this in mind we suggest you review this statement at regular intervals. If any changes are significant we will endeavour to notify you and ensure your ongoing consent and/or acceptance.

# Feedback or Questions relating to this statement

For any enquiries relating to this statement Barton Automation and Barton Solutions Electrical Ltd can be contacted in the following ways:

Address

Barton Solutions SW Ltd

Unit 6F

South Hams Business Park

Churchstow

TQ7 3QH

Telephone 01548 853799

Email Info@bartonsolutions.co.uk