

Employer:	E3 Consulting Engineers	2 Tollbridge Studios Tollbridge Road Bath, BA1 7DE
Premises:	2 Tollbridge Studios Tollbridge Road Bath BA1 7DE	T 01225 852 981
Type of Business:	Mechanical and Electrical Building Services Consulting Engineers	
Document:	E3 Privacy Notice: External	

Personal Data

Personal data is any information about a living individual which allows them to be identified from that data (eg: a name, an email address, address, photograph, video etc). Identification can be by the information alone or in conjunction with any other information. Data can be electronic or manual/paper records.

The processing of personal data is governed by the Data Protection Bill/Act 2017 the General Data Protection Regulation 2016/679 (the GDPR) and other legislation relating to personal data and rights such as the Human Rights Act 1998.

Processing information or data means: obtaining, recording or holding information or data or carrying out any operation or set of operations on the information or data, including

- organisation, adaptation or alteration of the information or data
- retrieval, consultation or use of the information or data
- disclosure of the information or data by transmission, dissemination or otherwise making available
- alignment, combination, blocking, erasure or destruction of the information or data.

Data Controller

E3 Consulting Engineers LLP is the data controller for your personal data.

Your Personal Data

Operational personal data that may be collected, created, obtained and processed including, but not limited to:

- Your name, title, aliases
- Contact details including address, email address, phone number, mobile phone number
- Correspondence, emails, letters, documents
- Meeting notes
- Contracts, project records and documentation
- Feedback, references
- Performance management information, disputes/grievances
- Accident records
- Insurance claims.

Purpose for Processing Personal Data

The purpose for processing your personal data is for the operational needs of the business.

Lawful Basis for Processing Personal Data

Most of our data is processed because it is necessary for the legitimate interest of the business. For example, your contact details.

Some of our processing is necessary for compliance with legal obligation. For example, information for insurance purposes.

We may process data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract with you, for example in relation to project work.

We will also process your data during the life time of a project, for example by sharing your contact details with others associated with the project.

Sharing Personal Data

Your personal data will only be shared with third parties where it is appropriate for the operational performance of the business. It is likely that we may share your personal data with, but not limited to:

- E3 Staff
- Design Team, Client, Architect, Sales Reps

How long your Personal Data will be kept

We will keep some of your records permanently, if we are legally required to do so. We may keep some records for an extended period of time.

Generally, we will endeavour to keep data only for as long as appropriate.

Your rights

You have the right to:

- access information we hold about you.
 - You can request the information that we hold about you as well as the reason that we have that information, who has access to it and where we obtained the information from. Upon receipt of your request we will respond within one month.
 - There are no fees or charges for the first request but additional requests for the same data may be subject to an administrative fee.
- correct and update information that we hold about you.
 - If the data is out of date, incomplete or incorrect, you can inform us and your data will be updated.
- have your information erased.
 - If you feel that we should no longer be using your data or that we are illegally using your data, you can request that we erase the data that we hold.
 - Upon receiving your request we will confirm whether the data has been deleted or the reason why it cannot be deleted (eg: because we need it for legitimate interests or regulatory purposes).
- object to processing of your data.
 - You have the right to request that we stop processing your data. When we receive the request we will contact you and let you know if we are able to comply or if we have legitimate grounds to continue to process your data. Even after you exercise your right to object, we may continue to hold your data to comply with your other rights or to bring or defend legal claims.
- data portability.
 - You have the right to request that we transfer some of your data to another data controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request.
- withdraw your consent to the processing of any data for which consent was sought.
 - You can withdraw consent by email, phone or post.
- object to the processing of personal data where applicable.
- lodge a complaint with the Information Commissioner's Office (ICO).

Transfer of Data Abroad

Generally, personal data will not be transferred outside of the EEA. Our website and social media accounts, however, are accessible from overseas on occasion some personal data (eg: biographies, photographs, news, social media) may be accessed from overseas.

Further Processing

If we are required or wish to use your personal data for a new purpose, not covered by this notice, then we will provide you with a new notice explaining the new use, the purpose and processing conditions, before commencing processing. Where and whenever necessary we will seek your prior consent to new processing.

Changes to this notice

This Privacy Notice is under regular review and you will be informed of any updates.

A handwritten signature in black ink, appearing to read 'Andy Jarvis', with a stylized initial 'A' and 'J'.

Andy Jarvis
Partner
For and on behalf of E3 Consulting Engineers

Last updated: 11 May 2018