

Description of processing

The following is a broad description of the way J S Wright & Co Ltd processes personal information. To understand how your own personal information is processed you may need to refer to any personal communications you have received, check any privacy notices J S Wright & Co Ltd has provided or contact the HR department to ask about your personal circumstances.

Reasons/purposes for processing information

We process personal information to enable us to provide services as a construction company, promote and advertise our services, support and manage our employees and protect the business by the use of CCTV systems for crime prevention.

Type/classes of information processed

We process information relevant to the above reasons/purposes. This may include:

- personal details
- family details
- lifestyle and social circumstances
- education and employment details
- financial details
- goods and services

We also process sensitive classes of information that may include:

- racial or ethnic origin
- religious or other beliefs
- trade union membership
- physical or mental health details
- offences and alleged offences
- criminal proceedings, sentences and outcomes
- visual images: personal appearance and behaviour

Individuals about whom the information is processed

We process personal information about:

- customers, clients
- staff
- professional advisers and consultants
- suppliers
- service providers
- complainants
- enquirers
- offenders and suspected offenders
- individuals captured by CCTV

Organisations with whom the information may be shared

We sometimes need to share the personal information we process with the individual themselves and also with other organisations. Where this is necessary, we are required to comply with all aspects of the Data Protection Act 2018 (DPA). What follows is a description of the types of organisations with whom we may need to share some of the personal information we process for one or more reasons.

Where necessary or required we share information with:

- customers and clients
- family, associates or representatives of the person whose personal data we are processing
- staff
- suppliers
- current, past or prospective employers
- educators and examining bodies
- auditors
- business associates
- enquirers and complainants
- financial organisations

- employment and recruitment agencies
- credit reference agencies
- debt collection and tracing agencies
- other companies in the same group
- central government
- police forces and security organisations

CCTV

CCTV is used for maintaining the security of property and premises and for preventing and investigating crime; it may also be used to monitor staff when carrying out work duties. For these reasons the information processed may include visual images, personal appearance and behaviours. This information may be about staff, customers and clients, offenders and suspected offenders, members of the public and those inside, entering or in the immediate vicinity of the area under surveillance. Where necessary or required this information is shared with the data subjects themselves, employees and agents, services providers, police forces, security organisations and persons making an enquiry.

For a full description of your rights please refer to the Privacy Notice available on the intranet.

Phil Leech
Managing Director
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