

**MMM Design and Build Ltd.**  
**Privacy Notice**

1. This Privacy Notice lets you know what we do with information we collect about you. The notice is addressed to individuals who are users of our services i.e. our clients, prospective clients, website users and third parties. We refer to all of these individuals as "customers" or "you" in this notice.

2. We are MMM Design and Build Limited, a general and specialist building contractor company, and a member of the Chartered Institute of Builders. Where we use the terms "we", "us" and "our" these refer to MMM Design and Build Limited.

3. When providing building services for our clients or discussing the potential for providing building services with prospective clients we will ask for information about you, we will ask for your name, address, contact telephone number and a contact email address and the contact details of the relevant solicitor to facilitate the ease of communications. This is known as your "Personal Data".

4. We also collect information about you from other persons and this also forms part of your "Personal Data". This includes information from:

4.1 Estate Agents, who will provide us with the initial information in respect of a new client for new build homes within housing developments.

5. We use your Personal Data in the following ways:

5.1 To enable us to communicate effectively with you, to manage the build in terms of choices, deadlines for decisions and staged payments for work completed etc.

5.2 To provide information on approved suppliers

We cannot provide you with our services unless we can use the personal data that we collect from you to enable us to communicate with you during the duration of the relevant project.

6.2 We will use your personal data in a number of ways to administer our service to you.

6.2.1 This includes administering staged payments on a monthly basis. We need to use your Personal Data in this way because we cannot provide our services to you unless we do. To

administer our services we are allowed to use your Personal Data in this way because it is in our interests to improve our services.

6.2.2 To manage our IT environment and business operation and ensure security of your data and our IT operations. We can use your Personal Data in this way because we cannot provide our services to you unless we do and we have a legal duty to ensure the security of your data.

6.2.3 To monitor and assess compliance with MMM Design and Build Ltd. policies and procedures and to comply with our legal, regulatory and good governance obligations. We can use your Personal Data in this way because we have a legitimate interest to do so and it will assist us to provide the best service to you.

6.2.4 For training purposes, we can use your data in this way because we have a legitimate interest to do so and it will assist us to provide the best service to you.

## 7. Sharing Personal Data

7.1 On specific occasions we are required to provide your personal data to other companies and organisations:

7.1.1 Utility companies who provide the initial electricity and gas supplies into the new build homes and commercial premises require this information to set up their accounts.

7.1.2 The solicitor who works on our behalf, in order to conduct the necessary legal work to complete the contract.

7.1.3 HMRC in relation to our employees and Sub Contractors and their tax liabilities.

7.1.4 Specific training companies in respect of the continual professional development of our staff.

7.1.5 To a third party in the event of any reorganization, merger, sale, joint venture, assignment, transfer or other disposition of all or any portion of our business, assets or stock (including in connection with any bankruptcy or similar proceedings).

7.1.6 As we believe to be necessary or appropriate - To comply with legal process, to respond to requests from public and government authorities including public and government authorities outside your country of residence, to enforce our terms and conditions, to protect our operations, to protect our rights, privacy, safety or property, and/or that of you or others; to detect and prevent crime, including fraud;

7.1.7 We will share your personal data with persons acting on your behalf where we have your consent to do so.

## 8. Data Processing overseas

8.1 MMM Design and Build does not engage in data processing outside the UK.

## 9. Contacting us about this Notice

9.1 Under the terms of the GDPR we are not required to employ a specific Data Protection Officer however, we recognise the importance of having a data protection lead at a senior level within our company. To that end our Finance Director has been designated as our data protection lead and can be contacted by ringing the main office on 02891 270110, or emailing us at [info@mmmdesignandbuild.co.uk](mailto:info@mmmdesignandbuild.co.uk) . Our Data Protection lead is responsible for addressing any queries or questions you may have about this privacy notice or dealing with your requests to exercise your rights which are described below.

9.2 You can contact us at the telephone number and/or the email address above for one or more of the following reasons:

9.2.1 To ask us to fix information about you that is wrong or incomplete, this is known as the right to rectification.

9.2.2 To ask us to delete information about you, this is known as the right to erasure.

9.2.3 To tell us you no longer agree to us using information about you and asking us to stop, this is known as a right to object.

9.2.4 To tell us to stop using information about you to inform you of our services, which is known as the right to restrict processing.

9.2.5 To make a "data subject access request", which is a request for us to send you the information we have about you.

9.2.6 To ask us to provide you or someone else (on your request) in a structured, commonly used and machine-readable format with the information you have provided to us about yourself. This is known as the right of "data portability" .

9.2.7 To ask us not to use information about you in a way that allows computers to make decisions about you based solely on automated processing.

9.3 Sometimes we will not stop using your information when you ask us to, for the reasons described in this notice, but we will tell you about this if you make a request.

9.4 In other cases, if we stop using your information we will not be able to provide the services that you are asking us to give you. We will tell you about this if you make a request.

## 10. Complaints

10.1 You have the right to complain to the Information Commissioner's Office (ICO) about how we treat your Personal Data and Sensitive Personal Data. The ICO can be contacted at: <https://ico.org.uk/global/contact-us/>

10.2 We are only allowed to keep your information if we need it for one of the reasons we describe above.

10.3 We will keep it for up to 10 years to satisfy industry, regulatory and contractual requirements.

## 11. Profiling

11.1 We will not use your personal data to engage in any form of profiling with the use of a computer system.

## 12. Changes to this Privacy Notice

12.1 We may require to update this Privacy Notice from time to time. We will notify you of the changes on our web site where we are required by law to do so.

12.2 This is our first Privacy Notice under the new General Data Protection Regulation. It is version 01/2018, which was produced in April 2018. In the future we will always provide the current Privacy Notice on our website however, previous versions of the notice will be available on request using the contact details outlined in section 9.1 above.