

PRIVACY NOTICE

1. Introduction

Celltarga Limited is committed to protecting the privacy and security of the personal information we hold about our employees, workers, clients, suppliers, subcontractors, visitors and other individuals.

This Privacy Notice explains how we collect, use, store and protect personal information in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

2. Who We Are

Data Controller

Celltarga Limited
Hawker House, 2 Independent Business Park, Imberhorne Lane, East Grinstead, West Sussex, RH19 1TU

Telephone: 01342 775075

Email: info@celltarga.com

If you have any questions regarding this Privacy Notice or wish to exercise your data protection rights, please contact: Tasha Stedman

Data Protection Lead

Email: tasha@celltarga.com

Telephone: 01342 775075

3. Personal Information We Collect

Depending on our relationship with you, we may collect:

Employees

- Name
- Address
- Telephone number
- Email address
- Date of birth
- National Insurance number
- Payroll details
- Bank details
- Emergency contact details
- Right to Work documentation
- Training and qualification records
- Driving licence details
- Occupational health information
- Pension information

Clients

- Contact names
- Business contact details
- Project information
- Site addresses
- Contract documentation
- Correspondence

Suppliers and Subcontractors

- Contact information
- Bank details
- Insurance certificates
- Qualifications and competency records
- Company details
- VAT information

Visitors

- Visitor records
- Vehicle registration
- CCTV images
- Site attendance records

4. How We Collect Information

We may collect personal information:

- Directly from you.
 - Through employment applications.
 - During contract negotiations.
 - Through our website.
 - Via email and telephone.
 - During site inductions.
 - Through CCTV.
 - From recruitment agencies.
 - From referees.
 - From publicly available sources where appropriate.
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5. Why We Process Your Information

We process personal information to:

- Employ and manage staff.
 - Pay employees and subcontractors.
 - Deliver construction projects.
 - Manage contracts.
 - Meet health and safety obligations.
 - Verify competency.
 - Manage access to construction sites.
 - Respond to enquiries.
 - Maintain client relationships.
 - Comply with legal requirements.
 - Protect company property.
 - Prevent fraud.
 - Manage insurance claims.
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6. Our Lawful Basis

We process personal information under one or more of the following lawful bases:

- Performance of a contract.
- Compliance with legal obligations.
- Legitimate interests.
- Consent (where required).
- Protection of vital interests.

Where special category data is processed (such as health information), additional legal conditions under UK GDPR apply.

7. Who We Share Information With

We may share information where necessary with:

- Clients.
- Principal Contractors.
- Subcontractors.
- Payroll providers.
- Pension providers.
- Occupational Health providers.
- HM Revenue & Customs (HMRC).
- The Health and Safety Executive (HSE).
- Insurance companies.
- Legal advisers.
- Banks.
- Government departments.
- Accreditation bodies.
- IT service providers.

We only share information where there is a lawful reason to do so.

8. International Transfers

We generally store information within the United Kingdom.

If information is transferred outside the UK, appropriate safeguards will be implemented in accordance with UK GDPR.

9. Data Security

We protect personal information using appropriate technical and organisational measures, including:

- Password protected systems.
- Multi-factor authentication.
- Firewalls.
- Anti-virus software.
- Secure cloud storage.
- Encryption.
- Secure offices.
- Locked filing cabinets.
- Controlled access.
- Staff training.

10. How Long We Keep Information

We only retain personal information for as long as necessary to fulfil legal, contractual and business requirements.

Examples include:

- Employee records.
- Payroll records.
- Health surveillance records.
- Training records.
- Accident records.
- Contract documentation.
- CCTV recordings.

When information is no longer required it is securely destroyed.

11. Your Rights

Under UK GDPR you have the right to:

- Be informed.
 - Access your personal information.
 - Correct inaccurate information.
 - Request deletion where applicable.
 - Restrict processing.
 - Object to processing.
 - Request data portability where applicable.
 - Withdraw consent where processing is based on consent.
 - Lodge a complaint with the Information Commissioner's Office (ICO).
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12. Subject Access Requests

You may request a copy of the personal information we hold about you.

Requests should be made to: Tasha Stedman

Data Protection Lead

Email: tasha@celltarga.com

We will normally respond within one calendar month.

13. CCTV

Where CCTV is in operation:

- Appropriate signage will be displayed.
 - Images are used for security and crime prevention.
 - Footage is only viewed by authorised personnel.
 - Images are retained only for as long as necessary.
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14. Cookies

Our website may use cookies to improve user experience.

Visitors can manage cookie preferences through their browser settings.

Where required, cookie consent will be obtained.

15. Automated Decision Making

We do not normally make decisions based solely on automated processing.

16. Changes to this Privacy Notice

We may update this Privacy Notice from time to time to reflect changes in legislation or business operations.

The latest version will always be available on request and, where applicable, on our website.

17. Complaints

If you are unhappy with how we process your personal information, please contact us in the first instance.

If you remain dissatisfied, you may contact:

Information Commissioner's Office (ICO)

Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Website: www.ico.org.uk

Telephone: 0303 123 1113

18. Contact Us

For any questions regarding this Privacy Notice or your personal information, please contact:

Data Protection Lead

Celltarga Limited

Email: tasha@celltarga.com

Telephone: 01342 775075

Address: Hawker House, 2 Independent Business Park, Imberhorne Lane, East Grinstead,
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Document Control

Approved by: Richard Divall

Position: Managing Director

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