

Privacy Statement

This Privacy Policy explains our data processing practices and the ways in which your personal data is used. If you have any requests concerning your personal information or any queries with regard to our processing, please contact us.

This policy relates to information we receive and collect including:

- Enquiries made to our company via direct contact
- Enquiries made through Tender or PQQ Portals and Sites of a similar nature
- Visitors to our website
- Complaints and feedback received
- Job applications
- Information about our current and former employees

Visitors to our website

When someone visits our website, we use a third party service, to collect standard internet log information and details of visitor behavior patterns. We do this to find out things such as the number of visitors to the various parts of the site. This information is only processed in a way which does not identify anyone. We do not make any attempt to find out the identities of those visiting our website. Our web site may contain links to other web sites which are outside our control and are not covered by this Privacy Policy. If you access other sites using the links provided, the operators of these sites may collect information from you which will be used by them in accordance with their privacy policy, which may differ from ours.

As is common practice with almost all professional websites our site uses cookies. Most websites you visit will use cookies to improve your user experience by enabling that website to 'remember' you, either for the duration of your visit (using a 'session cookie') or for repeat visits (using a 'persistent cookie'). Cookies do lots of different jobs, like letting you navigate between pages efficiently, storing your preferences, and generally improving your experience of a website.

What to do if you don't want cookies to be set

Some people find the idea of a website storing information on their computer or mobile device a bit intrusive. Although this is generally quite harmless you may not, for example, want to see advertising that has been targeted to your interests. If you prefer, it is possible to block some or all cookies, or even to delete cookies that have already been set; but you need to be aware that you might lose some functions of the website. You can block cookies by going into your browsers control panel/preferences.

Information required for providing services to our customers

Integra Building Limited use information provided by yourself to provide products and services to our customers, this may include sending information to our third-party suppliers in order to obtain accurate quotations to meet with your requirements, for example providing site details to a crane or transport company to obtain accurate site access and pricing information.

Integra Buildings Limited may share information with any of the following organizations for commercial purposes

- HMRC
- Collections Agencies
- External suppliers for the purpose of fulfilling any enquiries or quotation requests

We will share this information in a responsible manner and expect our trusted suppliers to handle your data in the same manner.

GDPR Training

Integra Buildings Limited operate an employee training portal <https://integra.powerplusportal.com/Public>, that manages our GDPR training.



Integra Building Limited GDPR officer Patrick Anson is the designated responsible person for data protection and manages all aspects of GDPR, to meet our compliance obligations with the general data protection regulations and the Data Protection Act 2018.

Information Backups

Integra Buildings Limited have a backup policy in place. We hold files for the number of years required under varying rules and procedures including to satisfy other departments and companies including but not limiting to those such as HMRC.

We retain enquiry data for a maximum of one year after a job is cancelled or confirmed as not proceeding with Integra Buildings Limited.

We will respond to requests for the information we hold on you within the required 30-day period. All information will be provided in the format of a PDF document.

Job applicants

Integra Buildings Limited hold all applications and CV's in a secure manner. They are then deleted or, in the instance of hard copies, shredded after the selection period is completed. This information is not shared outside our organisation and is only shared internally with designated personnel.

We may retain applications or CV's on file for future positions with consent from the applicant prior to the retention of any personal contact information.

Current Employees and Sub Contractors

All personal information held by Integra Buildings Limited on current employees is managed and maintained in a secure manner, the same as any other information we hold. All employees have the right to view the data we hold on to them at any time. A formal request is required to be made for this information through their line manager.

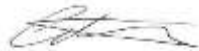
All personal information held by Integra Buildings Limited on Sub Contractors is managed and maintained in a secure manner. All Sub Contractors have the right to view the data we hold on to them at any time a formal request should be made for this information to Human Resources.

Former employees

All personal information held by Integra Buildings Limited on former employees is managed and maintained in a secure manner. Should a former employee wish to view the data that we hold they should make a written request to Human Resources. Information held on personnel is retained for a period no longer than 3 years after the cessation of employment, in line with current UK legislation. After this period of time all information on the former employee is deleted. If requested, a confirmation of this will be communicated to the person.

Reporting of Data Breaches

Integra Buildings Limited report all major data breaches of data we have control and are responsible for, to the Information Commissioners Office, our customers and/or suppliers. All potential data breaches are fully investigated, when a data breach is detected and the severity ascertained, this will be reported to the ICO within 72 hours.

A handwritten signature in black ink, appearing to read "Gary Parker".

Gary Parker
CEO
January 2024