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Privacy Policy - RDJ GROUNDWORKS Ltd.

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Contents

1. Introduction.....	2
2. Contact Information.....	2
3. Information We Collect.....	2
4. How We Use Your Information.....	3
5. Disclosure of Your Information	3
6. Data Security.....	4
7. Your Rights	4
8. Data Retention.....	4
9. Changes to This Policy.....	4

1. Introduction

RDJ GROUNDWORKS LIMITED ("we," "our," "us," or "the Company"), company number 13535545, is committed to protecting and respecting your privacy. This policy sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us. Please read the following carefully to understand our practices regarding your personal data and how we will treat it.

2. Contact Information

For any queries about this Privacy Policy or our data practices, please contact us at:

- Email: contactus@rdjgroundworksltd.com
- Telephone: +4407534183127
- Post: 88 Elm Street, Aberbargoed, Bargoed, Wales, CF81 9FD

3. Information We Collect

We may collect and process the following data about you:

a) Information you provide by filling in forms on our website (<https://www.rdjgroundworksltd.com/>), including:

For job applications:

- Full Name
- Telephone Number
- Rate required per person or gang
- Position applied for
- Experience and skills
- Information about cards/certificates held and their expiry dates
- Driving licence status
- Transportation means
- Planned holidays
- Tool ownership
- Acceptance of drug and alcohol policy
- CSCS card and PPE status

For general enquiries:

- First Name
- Surname
- Email Address

- Telephone Number
- Postal Address

b) If you contact us, we may keep a record of that correspondence.

c) Details of your visits to our website including, but not limited to, traffic data, location data, weblogs and other communication data, and the resources that you access.

d) Information provided when reporting a problem with our website.

4. How We Use Your Information

We use information held about you in the following ways:

- To process job applications and manage our workforce
- To provide you with information, products or services that you request from us or which we feel may interest you, where you have consented to be contacted for such purposes
- To carry out our obligations arising from any contracts entered into between you and us
- To notify you about changes to our service
- To ensure that content from our site is presented in the most effective manner for you and for your computer
- For internal operations, including troubleshooting, data analysis, testing, research, statistical and survey purposes
- To improve our site to ensure that content is presented in the most effective manner for you and for your computer
- As part of our efforts to keep our site safe and secure

5. Disclosure of Your Information

We may disclose your personal information to:

- Any member of our group, which means our subsidiaries, our ultimate holding company and its subsidiaries, as defined in section 1159 of the UK Companies Act 2006
- Business partners, suppliers and sub-contractors for the performance of any contract we enter into with them or you
- Analytics and search engine providers that assist us in the improvement and optimisation of our site
- If we are under a duty to disclose or share your personal data in order to comply with any legal obligation, or in order to enforce or apply our terms of use and other agreements; or to protect the rights, property, or safety of RDJ GROUNDWORKS LIMITED, our customers, or others

6. Data Security

We have implemented appropriate technical and organisational measures to protect the information we collect about you. However, please be aware that the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to our site; any transmission is at your own risk.

7. Your Rights

Under UK data protection law, you have the right to:

- Request access to your personal data
- Request correction of your personal data
- Request erasure of your personal data
- Object to processing of your personal data
- Request restriction of processing your personal data
- Request transfer of your personal data
- Withdraw consent

To exercise any of these rights, please contact us using the information provided in Section 2.

8. Data Retention

We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

9. Changes to This Policy

Any changes we may make to our privacy policy in the future will be posted on this page and, where appropriate, notified to you by e-mail. Please check back frequently to see any updates or changes to our privacy policy.

10. Governing Law and Jurisdiction

This Privacy Policy and any dispute or claim arising out of or in connection with it or its subject matter or formation (including non-contractual disputes or claims) shall be governed by and construed in accordance with the law of England and Wales. The courts of England and Wales shall have exclusive jurisdiction to settle any dispute or claim arising out of or in connection with this Privacy Policy or its subject matter or formation (including non-contractual disputes or claims).