



Privacy Statement

PMC Soil Solutions Ltd

Company Registration No:

Registered Address: 26/36 Wharfdale Road, Kings Cross
London
N1 9RY

Contact email: charael@pmcsoilsolutions.com

Contact tel: 0203 077 2191

Website: www.pmcsoilsolutions.com

PMC Soil Solutions Ltd has produced this privacy statement in order to keep you informed on how we handle your personal data. All handling of your personal data is done in compliance with (i) the General Data Protection Regulation (EU) 2016/679 (“GDPR”) and any legislation in force from time to time in any jurisdiction which implements it; (ii) any legislation in force in any jurisdiction implementing Directive 2002/58/EC or any successor thereof; and (iii) any other applicable national privacy legislation or regulations, and any guidance or codes of practice issued in respect of such legislation by data protection regulators.

What are your rights?

When reading this statement, it might be helpful to understand that your rights arising under Data Protection Legislation include:

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- The right to be informed of how your Personal Data is used (through this statement);
 - The right to access any personal data held about you;
 - By emailing headoffice@pmcsolisolutions.com you have the right to withdraw consent at any time;
 - The right to rectify any inaccurate or incomplete personal data held about you;
 - The right to erasure where it cannot be justified that the information held satisfies any of the criteria outlined in this policy, or where you have withdrawn consent;

- The right to prevent processing for direct marketing purposes, scientific/historical research or in any such way that is likely to cause substantial damage to you or another, including through profile building; and
- The right to object to processing that results in decisions being made about you by automated processes and prevent those decisions being enacted.

Who is the Data Controller?

- If PMC Soil Solutions Ltd has collected your personal data directly from you for our own purposes, we are the Data Controller.
- If PMC Soil Solutions Ltd has purchased your personal data from a third-party for our own purposes, we are the Data Controller. Where we have purchased your personal data, we will contact you to let you know before we first start to use it, or, at the latest, within one month of acquiring it.
- If PMC Soil Solutions Ltd been passed your personal data from a third-party for our own purposes, we are the Data Controller. We will contact you to let you know before we first start to use it, or, at the latest, within one month of acquiring it.
- If PMC Soil Solutions Ltd been passed your personal data from a third-party for a joint purpose that we both influence, we are the joint Data Controller. We will contact you to let you know before we first start to use your data, or, at the latest, within one month of acquiring it.
- If your data has been passed to PMC Soil Solutions Ltd by a third party for processing under their instruction, that third party is the Data Controller. They should have notified you that they would be passing your personal data to us, PMC Soil Solutions Ltd, at the time they collected your data and within their own privacy notices/statements. For a list of Data Controllers that we process personal data for, the section below 'Third Party Interests'.
- If PMC Soil Solutions Ltd has received your personal data as part of a business-to-business relationship; the Data Controller is your employer.

What is the Lawful Basis for Processing Personal Data?

Under Data Protection Legislation, there must be a 'lawful basis' for the use of personal data. The lawful bases are outlined in Article 6, Section 1 of the GDPR. They are sub-sections:

- a) 'your consent';
- b) 'performance of a contract';

- c) 'compliance with a legal obligation';
- d) 'protection of your, or another's vital interests';
- e) 'public interest/official authority'; and
- f) 'our legitimate interests'.

About our Processing of Your Personal Data

PMC Soil Solutions Ltd collects Personal Data about you to help in the recruitment process. This Data consists of information including your name, address, e-mail address, work and education history, your responses and the results of any assessments administered, plus details of your eligibility to work. Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data).

We may collect, use, store and transfer different kinds of personal data about you which we have grouped together follows:

Identity Data includes first name, maiden name, last name, username or similar identifier, marital status, title, date of birth and gender.

Contact Data includes billing address, delivery address, email address and telephone numbers.

Financial Data includes bank account and payment card details.

Transaction Data includes details about payments to and from you and other details of products and services you have purchased from us.

Technical Data includes internet protocol (IP) address, your login data, browser type and version, time zone setting and location, browser plug-in types and versions, operating system and platform and other technology on the devices you use to access this website.

Profile Data includes your username and password, purchases or orders made by you, your interests, preferences, feedback and survey responses.

Usage Data includes information about how you use our website, products and services.

Marketing and Communications Data includes your preferences in receiving marketing from our third parties and us.

We also collect, use and share **Aggregated Data** such as statistical or demographic data for any purpose. Aggregated Data may be derived from your personal data but is not considered personal data in law as this data does not directly or indirectly reveal your identity. For example, we may aggregate your Usage Data to calculate the percentage of users accessing a specific website feature. However, if we combine or connect Aggregated Data with your personal data so that it can directly or

indirectly identify you, we treat the combined data as personal data, which will be used in accordance with this privacy statement.

We do not collect any **Special Categories of Personal Data** about you (this includes details about your race or ethnicity, religious or philosophical beliefs, sex life, sexual orientation, political opinions, trade union membership, information about your health and genetic and biometric data) except for a declaration of all criminal convictions and offences. We do not collect any Children's Data.

Why do we collect and process sensitive personal data?

We collect and process Sensitive Personal Data only so far as is necessary and in compliance with all applicable legislation. By either using the Website or by directly registering your details with us via email or telephone, you consent to us collecting and processing Sensitive Personal Data supplied by you and disclosing this information to prospective employers and clients in connection with the Recruitment Process.

Our use of Cookies

Cookies are small text files that are placed on your computer's hard drive through your web browser when you visit any web site. They are widely used to make web sites work, or work more efficiently, as well as to provide information to the owners of the site.

Like all other users of cookies, we may request the return of information from your computer when your browser requests a web page from our server. Cookies enable our web server to identify you to us, and to track your actions and the pages you visit while you use our website. The cookies we use may last for a single visit to our site (they are deleted from your computer when you close your browser) or may remain on your computer until you delete them or until a defined period of time has passed.

Although your browser software enables you to disable cookies, we recommend that you allow the use of cookies in order to take advantage of the features of our website that rely on their use. If you prevent their use, you will not be able to use all the functionality of our website. Here are the ways we may use cookies:

- to record whether you have accepted the use of cookies on our web site. This is solely to comply with the law. If you have chosen not to accept cookies, we will not use cookies for your visit, but unfortunately, our site will not work well for you.
- to allow essential parts of our web site to operate for you.

- to operate our content management system.
- to operate the online notification form - the form that you use to contact us for any reason. This cookie is set on your arrival at our web site and deleted when you close your browser.
- to enhance security on our contact form. It is set for use only through the contact form. This cookie is deleted when you close your browser.
- to collect information about how visitors, use our site. We use the information to improve your experience of our site and enable us to increase sales. This cookie collects information in an anonymous form, including the number of visitors to the site, where visitors have come to the site from, and the pages they visited.
- to record that a user has viewed a webcast, if available. It collects information in an anonymous form. This cookie expires when you close your browser.
- to record your activity during a web cast, if available. For example, as to whether you have asked a question or provided an opinion by ticking a box. This information is retained so that we can serve your information to you when you return to the site. This cookie will record an anonymous ID for each user, but it will not use the information for any other purpose. This cookie will last for a period of time after which it will delete automatically.
- to store your personal information so that you do not have to provide it afresh when you visit the site next time. This cookie will last for a period of time after which it will delete automatically.
- to enable you to watch videos that we may place on YouTube. YouTube will not store personally identifiable cookie information when you use YouTube's privacy-enhanced mode.

Do we pass Personal Data to Third Parties?

We may pass Personal Data to Third Parties that help us to process Personal Data, to prospective or intended employers or customers for the purpose of recruitment. Any Third Party who we do use is known as the 'Processor'. We may also pass Aggregate Data to social media providers like Facebook or carefully selected Third Parties to help us deliver content, which is targeted to your preferences. Where this information is passed on to the Processor, they have a contractual obligation to meet the requirements of the GDPR.

How is this Personal Data safeguarded?

The security of your Personal Data is extremely important to us. Access to your Personal Data is only provided to those relevant staff and Third Parties Processors who help us to process data to prospective employers or customers in order to help with the Recruitment Process. All staff undergo a training and awareness in all aspects of Data Protection.

What happens if I refuse to give PMC Soil Solutions Ltd my Personal Data?

The information about you that we have collected for the performance of our contracts is required in order for us to successfully fulfil our obligations to you. If you choose not to provide the personal data requested, we would not be able to enter into a contract with you to provide the benefits we offer. If we are already processing your personal information under a contract, you must end our contractual relationship (as/where permitted) in order to exercise some of your rights.

We process some personal information as part of a contractual relationship with a Data Controller. Any requests to restrict this type of processing should be forwarded to the Data Controller; they will be responsible for discussing your concerns and making any decisions.

What are PMC Soil Solutions Ltd.'s 'legitimate interests'?

Legitimate interests are a flexible basis upon which the GDPR permits the processing of an individual's personal data. To determine whether we have a legitimate interest in processing your data, we balance the needs and benefits to us against the risks and benefits for you of us processing your data. This balancing is performed as objectively as possible by our Data Protection Co-ordinator. You are able to object to our processing and we shall consider the extent to which this affects whether we have a legitimate interest.

How long will Your Personal Data be Kept?

PMC Soil Solutions Ltd holds different categories of personal data for different periods of time. Wherever possible, we will endeavour to minimise the amount of personal data that we hold.

- If '*consent*' is the basis for our lawful processing of your data, we will retain your data so long as both the purpose for which it was collected, and your consent, is still valid. We review the status of your consent every twelve (12) months and treat non-response to our requests for renewal of consent as if they were your request to withdraw consent. Occasionally, we might identify a legitimate interest in retaining some of your personal data that has been obtained by consent. If we do, we will inform you that we intend to retain it under these conditions and identify the interest specifically.
- If we process your data on the basis of '*legitimate interests*', we will retain your data for so long as the purpose for which it is processed remains active. We review the status of our legitimate interests every

twelve (12) months and will update this notice whenever we determine that either a legitimate interest no longer exists or that a new one has been found.

- All categories of personal data that are held by us because they are essential for the performance of a contract, will be held for a period of six years, as determined by reference to the Limitations Act 1980, for the purposes of exercising or defending legal claims.

Who Else Will Receive Your Personal Data?

PMC Soil Solutions Ltd passes your Personal Data to the Third Parties listed in the section '*Third Party Interests*' below, for the purposes of providing our services to you, and for no other purpose.

Third Party Interests

- Clients - Predominantly business that require our services
 - Our Processors and any Third Party that requires this as part of our business processing.
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We DO NOT:

- Process children's data
 - Process any data outside of the EU
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How do we let you know if our policy changes?

Any policy changes, either due to business reasons or future changes in legislation, will be posted on the Website or through e-mail notification.

How do you exercise your rights, including Subject Access Requests?

You can contact us at headoffice@pmcsoilsolutions.com to request your details be removed from our database at any time, which will be confirmed by PMC Soil Solutions Ltd within 48 hours of your request.

Subject Access Requests will be processed within 30 days of receipt of request. There will be no charge unless exceptional circumstances as

outlined under the GDPR prevail.

Who can you complain to?

Complaints can be sent directly to headoffice@pmcsoilsolutions.com or, as we predominantly handle the personal data of UK nationals, our supervisory authority, the Information Commissioner's Office. If you believe that we have failed in our compliance with data protection legislation, complaints to this authority can be made by visiting <https://ico.org.uk/concerns/> .

Data Breaches under GDPR

The GDPR introduces a duty on us to report certain types of personal data breach to the Information Commissioner's Office (ICO). In situations where the likelihood and severity of the resulting breach creates a risk to your rights and freedoms will notify you without undue delay and the ICO 72 hours of becoming aware of the breach, where feasible.

If the breach is likely to result in a high risk of adversely affecting your rights and freedoms, we will also inform you without undue delay.

Quality Assurance

Our Privacy Notice has been quality assured by [JVR Consultancy](#)