



CORE DRILLING

# C R CORE DRILLING

C R Core Drilling  
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## Privacy Notice

### Introduction

**As with most companies C R Core Drilling needs to collect and use your personal information for various purposes. C R Core Drilling understands the importance of protecting personal information and is committed to complying with the General Data Protection Regulation. For all intent and purposes of this policy C R Core Drilling are the Data Controller. Within this policy/notice C R Core Drilling maybe referred to as 'we', 'us', 'our' or 'the partnership'.**

**This privacy notice describes how we collect and use about you during and after your working relationship with us. It applies to all members, employees, partners, workers and contractors, this policy applies to both electronic and manual filing systems. C R Core Drilling is a 'data controller', this means that we are responsible for deciding how we hold and use personal information about you.**

**We are required under data protection legislation to notify you of the information contained in this privacy notice. This notice applies to current and former employees, workers and contractors – whether they are permanent, temporary or agency contractors or consultants. This notice does not form any part of a contract for employment or any other contract to provide services.**

**We may update the policy at any time but will provide you with an updated copy as soon as reasonably practical. It is important that you read and retain this notice, together with any other privacy notice we may provide on specific occasions when we are collecting or processing personal information about you, so that you are aware of how and why we are using such information and what your rights are under data protection legislation.**

## **Data Protection Officer/Data Contacts**

**C R Core Drilling are not required to appoint a Data Protection Officer. Should you have any questions or concerns about our personal data policies or practices please contact us via email at [info@crcoredrilling.com](mailto:info@crcoredrilling.com) or by telephone on 01536671359.**

**If you have any queries or would like to make a Data Subject Access Request (a formal request to see what data we hold about you) please contact us on the details supplied above.**

**In the case of a Data Breach please contact us without delay.**

## **Data Protection Principles**

**We will comply with data protection law which says that all the personal information we hold about you must be used;**

- 1 Lawfully, fairly and in a transparent manner.**
- 2 Collected only for the valid purposes that we have clearly explained to you within this policy and not be used in any way that is incompatible with those purposes.**
- 3 Relevant to the purposes we have informed you about and limited only to those purposes.**
- 4 Accurate and up to date.**
- 5 Kept only as long as necessary for the purposes we have informed you of.**
- 6 Kept securely.**

## **The Kind of Information We May Hold About You**

**Personal data or Personal Information means any information about an individual where that person can be identified. It does not include data where the identity has been removed ie anonymous data.**

**Most of the personal data we hold about you is limited to information that can be found on a standard business card – first name, surname, employer name/company, work address, work email, work telephone number. In some circumstance but only if it is deemed necessary, we may request other specific personal data examples of this include dietary needs ahead of events where food maybe supplied.**

**In the case of C R Core Drilling seeking personal data about an individual seeking employment from the Partnership, the information that may be requested will be more in-depth and personal. This information can and will include but not limited to National Insurance Number, Bank Account Details, Next of Kin and Emergency Contacts, Employment Records (including Job Titles, Work History, Training Records), Copy of Driving License, Right to Work Records.**

## **How We Collect, Process and Use Your Personal Data**

**As with many other companies we collect your personal data through various channels and platforms, including but not limited to the following;**

- 1 Social Media Marketing**
- 2 Business Cards**
- 3 Email Communications**
- 4 Telephone Communications**
- 5 Face to face meetings for business purposes**
- 6 Search Engine Marketing**
- 7 We may in the future use email marketing campaigns and communications (to individuals who have already consented to receive them)**
- 8 From employment candidates themselves**
- 9 In rare circumstances we may consult third party credit reference agencies before taking on a contract with a company/contractor.**
- 10 Google Analytics.**

**The reason for C R Core Drilling collecting your data is so that we can;**

- 1 Manage your account and process your orders**
- 2 Email you with special offers on services that we think you may like**

**In the case of employees/potential employee's personal data may be used in but not limited to;**

- 1 decision making re your appointment,**
- 2 checking you are legally entitled to work in the United Kingdom,**
- 3 making payments to you as an employee or deemed an employee for tax purposes (deducting tax, national insurance contributions, CIS Deductions),**
- 4 enrolment in a pension arrangement under 'The Work Place Pension',**
- 5 to prevent fraud.**

**Your details will be stored on HubSpot which is C R Core Drillings choice of CRM database, in accordance with our marketing data storage and retention policy.**

**If you consent, we may send you free of charge marketing content which relates to any preferences which you may have stated, until you tell us not to. You can change your preferences or remove your consent at any time by e-mailing, telephoning or writing to us.**

**If you make an enquiry to us via our website, by email, or face-to-face (e.g. at an event), we may offer you an opportunity to consent to us storing your personal data for us to send you information relating to your enquiry, on an ongoing basis, until you tell us not to.**

### **When And How We Share Your Personal Data With Others**

**We may share information with third-party vendors, consultants, and other service providers who perform functions on our behalf (e.g. hosting or operating our Site, data collection, reporting, ad response measurement, site analytics, data analysis, delivering marketing messages and advertisements, processing credit card payments, and providing fraud detection services). We do not authorise these third parties to use your information for purposes other than for which it has been provided, and do not authorise these third parties to disclose that information to unauthorised parties. We require these third parties to maintain appropriate security to protect your information from unauthorised access or processing.**

**Other third parties that may be used within the partnership are systems for payroll and pension operators (in the case of employees of C R Core Drilling). At times it may also be necessary for C R Core Drilling to share personal details such as names and contact details of employees with contractors and vice versa solely for the purpose of conducting works within a specific contract. We may also need to share your personal information with a regulator or to otherwise comply with the law. This may include making returns to HMRC.**

**We may transfer your personal information outside the EU in order to perform our contract with you. If we do, you can expect a similar degree of protection in respect of your personal information. It also means that the countries to**

**which we may transfer your data are deemed to provide adequate levels of protection for your personal information.**

**We require that all third parties respect security of your data and to treat it in accordance with the law.**

## **Data Subject Rights**

**It is important that the data we hold about you is accurate and current, please keep us informed of any changes to your information while we maintain a working relationship with you.**

**Under certain circumstances by law you have the right to;**

- 1 Request access to your personal information (commonly known as a “data subject access request”). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.**
- 2 Request correction of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.**
- 3 Request erasure of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).**
- 4 Object to processing of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.**
- 5 Request the restriction of processing of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.**
- 6 Request the transfer of your personal information to another party.**
- 7 Rights in relationship to automated profiling and decision making.**

**Where you have previously provided consent to the collection, processing and transferring of your personal information for a specific reason, you have every**

**right to withdraw your consent. To withdraw your consent please contact us on the either the details provide under Data Protection Officer/Data Contacts. Once we have received this request, we will no longer process your information unless we have a legitimate basis for doing so by law.**

**Should you wish to exercise your rights as a data subject please get in touch with us at the details provided under Data Protection Officer/Data Contacts**

## **Security Of Your Information**

**To help protect the privacy of your data and personally identifiable information which you transmit through use of this Site/Email Communications/Telephone Communications etc , we maintain physical, technical and administrative safeguards. We update and test our security technology on an on-going basis.**

**Third parties will only process your personal information on our instructions and where they have agreed to treat the information confidentially and to keep it secure.**

**We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees, partners, agents, contractors and other third parties who have a business need to know. They will only process your personal information on our instructions and they are subject to a duty of confidentiality.**

## **Data Storage and Retention**

**Your personal data is stored by C R Core Drilling on its servers and the servers of the third party service providers we engage with. C R Core Drilling retains data for different durations depending on the purpose for the data collection and the reason for its use.**

**We will only retain your personal information 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. To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or**

**disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.**

**In the limited circumstances where you may have provided your consent to the collection, processing and transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please contact the Data Protection Officer. Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.**

## **Questions, Concerns and Complaints**

**Should you have any questions, wish to raise any concerns or have a complaint with any aspect of this notice please contact us in the first instance at either [info@crcoredrilling.com](mailto:info@crcoredrilling.com) or on 01536671359**  
**Where your concerns will be address.**



**Signed: .....**

**Chris Dodge Partner**

**CORE DRILLING**

**Last updated 6 September 2020**



**PARTNERS : MR C DODGE & MR R STEEDMAN  
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VAT REGISTRATION NUMBER 287 3310 92**





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