
Privacy Notice



Constructionline

Privacy Notice

We take care to protect the privacy of our clients and their associates. This privacy notice is a public declaration of how Supplier Assessment Services Limited applies the Data Protection Principles and Rights afforded to individuals by the General Data Protection Regulation (GDPR), to the personal data that we process. Supplier Assessment Service Limited is committed to complying with the principles relating to the processing of personal data under GDPR.

Who is collecting information about me?

Trading name: Constructionline, PO Box 6441, Basingstoke, Hampshire, RG21 7FN
Legal entity: Supplier Assessment Services Limited,
Company number: 11188766
Registered office address: Midpoint, Alencon Link, Basingstoke, RG21 7PP

Data Protection Officer/Point of Contact:

Director of Operations, Constructionline, PO Box 6441, Basingstoke, Hampshire, RG21 7FN
Email: GDPR.Constructionline@Constructionline.co.uk
Website: www.constructionline.co.uk

What is your legal basis for processing my information?

Supplier Assessment Services process your data on the legal basis of Legitimate Interest.

What are the “legitimate interests” being pursued that allow you to process my information?

Constructionline act as a Data Controller of our Buyer and Supplier clients’ data and as a Data Processor on behalf of our Buyers’ in respect of their supply chain data.

- A controller determines the purposes and means of processing personal data.
- A processor is responsible for processing personal data on behalf of a controller.
- Further detailed definition of the controller and processor roles can be found on the ICO website: <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/>

The legitimate interests pursued by Supplier Assessment Services are;

- To offer Constructionline Accreditation products and services and other relevant products to our Suppliers, Buyers and their supply chains.
- We believe it is in the interest of our suppliers and buyers to ensure we process the information to facilitate accreditation and to make this information available to both parties.
- We understand that our Buyers and Suppliers would expect us to use their data in this way, and that doing so has a minimal privacy impact.

The method and frequency of communications to buyers and suppliers does not impact vulnerable individuals.

Data collected is as specified by PAS91, which is the construction industry standard pre-qualification questionnaire, including other supply chain industry compliance questions

What information are you collecting about me?

We collect and store data for the purposes of supporting the Supplier and Buyer client registration process and providing our accreditation service. Data is also obtained from third parties for marketing purposes; such data is obtained only where consent to share has been given by the data subject; or where we have a legitimate interest.

The categories of personal data that we collect, and process are:

- Personal details: e.g. contact name, address, email, telephone number for your business;
- Financial details: e.g. bank account, credit card, Direct Debit details of your business;
- Employment details; e.g. Name, company address, email, and telephone number of your company directors and executive officers;
- Construction prequalification questionnaire data about your company in line with PAS 91.

You have the option on certain pages within this site to submit personal information to us in order that we might send you further information or email alerts.

Why are you collecting information about me?

By submitting your personal information through this site, you shall be consenting to it being processed in the manner described below by Supplier Assessment Services.

- To carry out our obligations arising from any agreements entered between you and us and to provide you with the information, products and services that you request from us;
 - to provide you with information about other goods and services we offer that are like those that you have already purchased, enquired about or we feel may be of interest you;
 - to communicate with you to gain feedback on our products or services in order to improve them;
 - to notify you about changes to any of our services;
 - to ensure that content from our site is presented in the most effective manner for you and for your computer.
 - to administer our site and for internal operations, including troubleshooting, data analysis, testing, research, statistical and survey purposes;
 - as part of our efforts to keep our site safe and secure;
 - to measure or understand the effectiveness of advertising we serve to you and others, and to deliver relevant advertising to you;

Who might you share my information with?

We may share your personal information with 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.

We may share your information with selected third parties including:

- Business partners, suppliers and sub-contractors for the performance of any agreement we enter with them or you.

- Advertisers and advertising networks that require the data to select and serve relevant adverts related to our products to you and others.
- Analytics and search engine providers that assist us in the improvement and optimisation of our site

Where might you transfer my information outside the UK? Your personal data will not be transferred outside of the UK or the EEA. What rights do I have?

You have the following Individual Rights. Should you have any enquiries about how we use your data or wish to action your rights please contact:

Director of Operations Constructionline
PO Box 6441, Basingstoke, Hampshire, RG21 7PP

The right to be informed

Supplier Assessment Services provides fair processing information by way of this Privacy Notice.

The right of access

You have a right to obtain confirmation about how we are processing your personal data and what data we hold about you. You can view this by logging onto your account, or by requesting a copy of it. Should you request a copy of your data, including your personal data, Constructionline will provide this within one month of the request unless there are exceptional reasons for not doing so. All individual customer data is available and accessible to the customers via the Constructionline portal.

The right of rectification

If any information held is inaccurate or incomplete, you have the right to have that information corrected or completed; if other parties have been passed the information, where possible we will inform them of the rectification undertaken. All individual customer data is available to the customer to rectify.

The right to erasure (also known as the “right to be forgotten”)

You have the right for your information to be erased. We will delete or remove your information on request if there is no compelling reason for us to keep it, such as for the ongoing administration of your account with us.

The right to restrict processing

You have the right to “block” or suppress processing, this won’t affect the processing done so far, but will stop further processing. When processing is restricted, Supplier Assessment Services are permitted to store your personal data, but not to process it further. The business can retain just enough information about you to ensure the restriction is respected in the future. For registered customers, exercising this right may prevent you from remaining a member of Constructionline e.g. where we are no longer able to process your data to perform our contractual obligations. Where registration has not been completed, exercising this right would block us from processing your data for marketing purposes, and for completion of your registration.

The right to data portability

You have the right for your information to be provided in a machine-readable format to enable easy transfer between processors. This right is available to the personal data provided by you.

The right to object

You have the right to object at any time to processing based on legitimate interest of Constructionline when Constructionline act as Data Controller, or in the performance of a task in the public interest / exercising of official authority (such as a police investigation); direct marketing (including profiling), and processing for purposes of scientific / historical research and statistics.

Rights related to automated decision making and profiling

Where we use automated decision making that produces a legal effect, or similarly significant effect on you we will inform you how and when this will happen. As applicable where the decision is fully automated, we will obtain your consent; for example, we process data automatically if your insurance expires which will result in a downgrade to your supplier status; this may impact a Buyer's decision to award your business a contract.

The right to complain

If you wish to discuss your personal data or lodge a concern about the way in which it is handled, please use any of the following details:

Email: GDPR.Constructionline@Constructionline.co.uk

Post: Constructionline, PO Box 6441, Basingstoke, Hampshire RG21 7PP

The right to complain to the Supervisory Authority

If you are unhappy with our response, you have the right to complain to the Supervisory Authority, the details of which are below:

Supervisory Authority: Information Commissioner's Office (ICO)

Website: <https://ico.org.uk/concerns/>