Privacy Policy

For the purposes of General Data Protection Regulation (May 2018) the Data Controller is Construction Dispute Resolution Ltd, Pavilion 1, Parkway Court, 291 Springhill Parkway, Glasgow Business Park, Glasgow, G69 6GA.

This Privacy Policy contains an explanation of what happens to personal data that you choose to provide to us by any means including whilst you visit our website.

Information we collect

We only collect basic personal data about you which does not include any special types of information. This includes, but is not limited to, your name and address, telephone number, email address.

We need to know your basic personal data in order to communicate and facilitate the provision of our services with our clients or potential clients. This may include contact details of individuals who work for or on behalf of the clients. We will not collect any personal data from you we do not need in order to provide and oversee this service to you.

When you visit our site we may automatically log your IP address, a unique identifier for your computer or other access device. We will not use your IP address to identify you in any way.

Processing Personal Data

We collect personal data to offer and administer our services.

Here at CDR we take your privacy seriously and will only use your personal information to provide the services you have requested from us, or similar (where the processing is necessary for our legitimate business interests in conducting and managing our business), credit checks, marketing, administration and training and we may disclose information to our service providers and agents for these purposes.

We may also disclose your personal information to third parties:-

- Where we sell any or all of our business and/or our assets to a third-party.
- Where we are legally required to disclose your information.
- To assist fraud reduction and minimise credit risks.

How data is processed

Personal data is processed both manually and electronically in accordance with the above mentioned purposes and in compliance with current regulations.

Personal data that is provided to us is stored on our secure servers. All the personal data we process is processed by our staff in the UK. We permit only authorised CDR employees to have access to your information. Such employees are appropriately designated and trained to process data only according to the instructions we provide them. We only share your personal data with your consent or in accordance with this policy.
CDR will retain personal data for a reasonable period, taking into account legitimate business needs to capture and retain such information.

We are required under UK tax law to keep your basic personal data (name, address, contact details) for a minimum of 6 years after which time it will be destroyed. Any of your information we use for marketing purposes will be kept with us until you notify us that you no longer wish to receive this information.

We will always take all reasonable precautions to make sure that your data remains secure and is handled in accordance with this Privacy Policy. We will not otherwise share, sell or distribute any of the information you provide to us except as described in this Privacy Policy.

We have a Data Protection regime in place to oversee the effective and secure processing of your personal data.

**Links to other websites:**

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

**Access to information**

You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all of your personal information, please contact us using the details below

If at any point you believe the information we process on you is incorrect you can request to see this information and have it corrected or deleted. If you wish to raise a complaint on how we have handled your personal data, you can contact us to have the matter investigated.

If you are not satisfied with our response or believe we are processing your personal data not in accordance with the law you can complain to the Information Commissioner’s Office [https://ico.org.uk/](https://ico.org.uk/)

If you have any questions about our Privacy Policy or the data we hold about you, you can contact us at info@cdr.uk.com

**Construction Dispute Resolution**
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