

Privacy Policy

1. Introduction

Durkin and Sons Limited is committed to protecting and respecting your privacy. This policy explains how we collect, use, and safeguard personal data in compliance with the **General Data Protection Regulation (GDPR)** and applicable UK data protection laws.

2. Data We Collect

We may collect and process the following personal data:

- **Identity Information:** Name, job title, company details.
- **Contact Details:** Email, phone number, postal address.
- **Project-Related Data:** Information related to civil engineering and utility services projects.
- **Financial Data:** Billing details and payment information.
- **Technical Information:** IP addresses, cookies, and website usage data.

3. How We Use Your Data

We collect personal data for the following purposes:

- **Project Management:** Planning, executing, and delivering civil engineering services.
- **Regulatory Compliance:** Ensuring adherence to industry and legal standards.
- **Customer Communication:** Sending updates, responding to inquiries, and managing contracts.
- **Marketing and Business Development:** Sending relevant industry insights and promotional content (with user consent).
- **Website Analytics:** Improving our online services.

4. Legal Basis for Processing

We process personal data based on:

- **Contractual Necessity:** To fulfill agreements with clients and partners.
- **Legal Obligations:** Compliance with regulatory requirements.
- **Legitimate Interests:** Business development and service improvement.
- **Consent:** For direct marketing communications.

5. Data Sharing and Third Parties

We do not sell personal data. However, we may share information with:

- **Regulatory Bodies** – Compliance with legal obligations.
- **Service Providers** – IT support, payment processors, and subcontractors.
- **Business Partners** – Collaboration on engineering projects.

6. Data Retention

We retain personal data only as long as necessary:

- **Contractual Data:** Retained for the duration of the contract and required legal period.
- **Marketing Data:** Retained until consent is withdrawn.
- **Technical Data:** Stored based on website analytics policies.

7. Data Security

We implement strict security measures to protect personal data:

- **Encryption:** Securing sensitive information.
- **Access Control:** Restricting access to authorized personnel only.
- **Regular Audits:** Ensuring data protection compliance.

8. Your Rights Under GDPR

As a data subject, you have the following rights:

- **Access** – Request copies of your personal data.
- **Rectification** – Correct inaccurate or incomplete data.
- **Erasure** – Request deletion of your data ("Right to be Forgotten").
- **Restriction** – Limit processing under certain circumstances.
- **Objection** – Object to direct marketing or automated decision-making.
- **Data Portability** – Request transfer of your data.

9. Contact Information

If you have questions or concerns about this policy, contact Clive Letchford at:

Email: cletchford@durkinandsons.co.uk

10. Updates to This Policy

We may update this policy periodically to reflect changes in regulations or business practices. The latest version will always be available on our website.