

TPD

Data Privacy & Processing Policy



This notice explains what information Technical Programme Delivery Ltd (TPD) collect, when TPD collect it and how TPD use this. During the course of our activities, TPD will process personal data (which may be held on paper, electronically, or otherwise) about you and TPD recognise the need to treat it in an appropriate and lawful manner. The purpose of this notice is to make you aware of how TPD will handle your information.

Who are we?

TPD, engineering consultancy take the issue of security and data protection very seriously and strictly adhere to guidelines published in the General Data Protection Regulation (EU) 2016/679 which is applicable from the 25th May 2018, together with any domestic laws subsequently enacted.

TPD are notified as a Data Controller with the Office of the Information Commissioner under registration number ZA129864 and TPD are the data controller of any personal data that you provide to us. Our Data Protection Officer is Dr Robert Davis.

Any questions relating to this notice and our privacy practices should be sent to rd@rfhomes.co.uk.

How TPD collect information from you and what information we collect

TPD collect information about you:

- From your application for employment
- From your use of the TPD Forms

TPD collect the following information about you:

- Name, e-mail address, telephone number Date of Birth, address (including any previous addresses), marital status, National Insurance Number, nationality, next of kin, name of university or college where you are studying, tax code (if applicable), passport details;
- Bank account details, including account number and sort code.

Why TPD need this information about you and how it will be used

TPD need your information and will use your information:

- to undertake and perform our obligations and duties to you in accordance with the terms of our contract with you;
- to enable us to supply you with the services and information which you have requested;
- to help you to manage your employment/contracts as appropriate;
- to analyse the information we collect so that we can administer, support and improve and develop our business and the services we offer;
- to contact you in order to send you details of any changes to our or supplies which may affect you;
- for all other purposes consistent with the proper performance of our operations and business.

Sharing of Your Information

The information you provide to TPD will be treated by us as confidential and will be processed only by any of third party, acting on our behalf, within the UK and on our IT back-up servers provided by SugarSync based in California USA. TPD may disclose your information to other third parties who act for us for the purposes set out in this notice or for purposes approved by you, including the following:

- To carry out due diligence on you as a prospective Client/ employee, including but not limited to the carrying out of affordability checks, due diligence checks and the obtaining of references from relevant parties, whose data you have provided;
- In the creation, renewal or termination of a contract, your information will be disclosed to relevant persons or organisation in connection with this; and
- If TPD enter into a joint venture with or merged with a business entity, your information may be disclosed to our new business partners or owners.

Unless required to do so by law, TPD will not otherwise share, sell or distribute any of the information you provide to us without your consent.

Transfers outside the UK and Europe

TPD may transfer your information outside the UK to our IT back-up servers provided by SugarSync based in California USA.

Where information is transferred outside the UK, TPD ensure that there are adequate safeguards in place to protect your information in accordance with this notice.

Security

When you give TPD information, TPD take steps to make sure that your personal information is kept secure and safe.

How long we will keep your information

TPD review our data retention periods regularly and will only hold your personal data for as long as is necessary for the relevant activity, or as required by law (TPD may be legally required to hold some types of information), or as set out in any relevant contract with you.

Your Rights

You have the right at any time to:

- ask for a copy of the information about you held by us in my records;
- require us to correct any inaccuracies in your information;
- make a request to us to delete what personal data of yours we hold; and
- object to receiving any marketing communications from us.

If you would like to exercise any of your rights above please contact TPD at robert.davis@tpd.uk.com.

Should you wish to complain about the use of your information, We would ask that you contact us to resolve this matter in the first instance. You also have the right to complain to the Information Commissioner's Office in relation to our use of your information. The Information Commissioner's contact details are noted below:

England:

Information Commissioner's Office

Wycliffe House, Water Lane
Wilmslow, Cheshire, SK9 5AF
Telephone: 0303 123 1113
Email: casework@ico.org.uk

The accuracy of your information is important to us - please help us keep our records updated by informing us of any changes to your email address and other contact details.