

## **Privacy Notice for Suppliers**

MJ Gleeson plc and its associated companies and undertakings (“Gleeson”) is committed to respecting your privacy.

Please read the following notice to understand how your personal information will be collected, stored, and treated by Gleeson. This notice may change from time to time so please check it regularly.

This Gleeson privacy notice applies to all personal information that you or a third party provide to us.

By providing Gleeson with information or engaging with us as a supplier or sub-contractor you agree to be bound by this notice in respect of the personal information collected about you.

### **Data Protection**

As a data controller we take data protection seriously and comply with all relevant legislation when handling any personal information given or received from you or third parties.

### **This is the personal data we collect**

We may collect some or all of the following information:

- The name of your business
- Name
- Address
- NI number
- Unique tax reference number
- Bank account details
- Insurance certificates
- Telephone contact number/numbers
- Email address
- Your date of birth
- Signature
- Correspondence between us
- Photographs and video images
- Health data relating only to the COVID-19 pandemic\*

*\*where we do collect any health data, we do not currently rely on consent as a basis for processing special category personal information.*

### **This is how we collect your personal data**

- When you contact us by phone, email or letter
- When we obtain information on you or your company from the Internet or social media profiles such as LinkedIn
- When you request further information about our products send your personal data to us
- When you telephone a Gleeson representative to enquire about a potential business opportunity, providing a service or product for use in our business
- When you provide us with information about you and your business during our supplier assessment process
- When you provide us with any other information we request
- Via closed circuit television cameras

### **This is why we collect your personal data**

- To assess your suitability as a supplier of goods or services to Gleeson and to progress your enquiry to placing an order
- To assess the suitability of your land for residential or commercial development
- To take and administer payments
- To manage our contractual obligations to you and your business or your contractual obligations to Gleeson and to be able to contact you when we need to
- To inform future business strategies and development solutions
- To notify you about changes to our products or services.
- To tell you about any releases or new developments that may be of interest to you or your business.
- To satisfy any legal obligations including Anti-Money Laundering and taxation obligations
- To support marketing campaigns
- To maintain security and crime prevention
- To ensure the health and safety of our customers, employees, contractors and supply chain

### **This is how we use your personal data**

- To ensure we are able to contact you to discuss any commercial arrangements we may enter in to with you
- To provide our customers with information regarding products or services that you have provided in relation to their properties
- To assess the suitability of you or your business as a supplier to Gleeson
- To make payments to you or your business and to make any deductions required by tax law
- To comply with Anti-Money Laundering rules
- To contact you in the future

- To send you information and notification of our current and future requirements for services, products or land

## **We use Cookies**

Please [click here](#) to view the Gleeson Cookie Policy.

## **This is how we share your personal data**

We may share your personal data within the Gleeson group of companies.

We may share your information with Approving Bodies, Consultants, Utility Companies, Water Authorities, NHBC or HMRC but will only share your information where it relates to the service or product you are supplying to us.

Under limited circumstances, your personal information may be disclosed to third parties as permitted by, or to comply with, applicable laws and regulations, for instance, when responding to subject access requests, proceedings of a court of law or similar legal process, to protect against fraud, and to otherwise cooperate with law enforcement or regulatory authorities.

## **This is why we are we allowed to process your personal data and for how long**

We are allowed to process your personal data where we:

- are entering into or have entered into a contract with you;
- have a legal obligation to process your personal data (for example where required to deduct tax from payments); and/or
- have a legitimate business interest in processing your personal data and that interest does not impact your rights and freedoms as a data subject, for example because you have expressed an interest in supplying goods or services to Gleeson.

We may hold data on subcontractors and material suppliers for up to 6 years from the later of when we sold a house related to the supply or when services or materials were last supplied.

We may hold data on landowners, agents and other suppliers for up to 15 years from the later of the last supply or when we sold a house related to the supply, in case any claim is made by a warranty provider.

If we are promoting your land through the Gleeson Strategic Land division or are an agent we may keep data for up to 3 years unless we have entered in to a contractual arrangement with you in which case your data will be kept for 6 years following the year in which any obligations between us have been settled.

Data processed for statutory reasons (for example tax and anti-money laundering) will be held until the statutory obligation to do so has been reached.

## **Storage of your personal data**

We will store digital or hard copy data on our premises or it may be transferred to a secure third party facility for storage. We will keep your information secure by taking appropriate technical and organisational measures.

Your personal data may be processed both within the European Economic Area ("EEA") and outside the EEA. If we process your personal data at a destination outside the EEA we confirm that we have appropriate contracts in place with any third parties based outside the EEA to ensure your data is processed in accordance with applicable data protection laws.

## **Links from our website**

If you reach our website via an external link or click a link to an external site from our website our Privacy Notice will not apply. We are not responsible for the accuracy of third party websites.

## **Your Rights**

Under Data Protection legislation you have a number of rights. These include:

- The right to know how we use and handle your personal information
- The right to access the personal information that we are handling and to information contained within this privacy notice
- The right to anonymise your personal information, or for us to correct any mistakes in the information we hold
- The right at any time to object to direct marketing or for you to be removed from our databases or mailing lists
- The right to restrict processing
- The right to data portability
- The right to object
- Rights in relation to automated decision making and profiling

If you have any questions or complaints relating to how we use your personal information, or if you wish to exercise any of your rights regarding your personal information, please write to us at the following address and enclose appropriate identification in order that we may confirm your identity:

Company Secretary  
MJ Gleeson PLC  
6 Europa Court  
Sheffield Business Park  
Sheffield  
S9 1XE

## **Our company registration and data processing registration details**

Gleeson Homes and Gleeson Strategic Land operate as divisions of MJ Gleeson plc from the following subsidiary companies:

<b>Gleeson company</b>	<b>Company registered number</b>	<b>Data protection registered number</b>
MJ Gleeson plc	9268016	ZA113503
Gleeson Developments Ltd	848808	Z7561821
Gleeson Regeneration Ltd	3920096	Z7561849
Gleeson Developments (North East) Ltd	3867699	ZA181177
Gleeson Strategic Land Ltd	5181745	ZA249157
Gleeson Strategic Land (Fleet) Ltd	5742750	ZA368520

The registered address of all Gleeson companies is:

6 Europa Court  
Sheffield Business Park  
Sheffield  
S9 1XE

### **Information Commissioners Office**

You may contact the Information Commissioner's office to log a complaint either via their website: [ico.org.uk](http://ico.org.uk) or by calling 0303 123 1113.

### **Changes to this Privacy Notice**

We regularly review our privacy notice and reserve the right to make changes at any time without notice.

This Notice was last updated on 9<sup>th</sup> June 2020.