

CEF Construction Employers Federation – CSR Card Privacy Notice

What we need

Construction Employers Federation will be what's known as the 'Controller' of the personal data you provide to us. We only collect basic personal data about you. This includes your name, address, email address and work phone number.

Why we need it

We need to know your basic personal data in order to provide you with Federation's membership services. We will use your data to send you regular news, information updates and membership renewal information. We will not collect any personal data from you that we do not need in order to provide and oversee this service to you.

What we do with it

All personal data is processed by our staff in the UK however for the purposes of IT hosting and maintenance this information is located on servers within the European Union and the United States of America.

We may pass your information to our third-party service providers, agents, subcontractors and other associated organisations for the purposes of completing tasks and providing services to you on our behalf (for example to confirm Federation membership for our legal service and to send you mailings).

When we use third party service providers, we disclose only the personal information that is necessary to deliver the service. We have a contract in place that requires them to keep your information secure and not to use it for their own direct marketing purposes. Please be reassured that we will not release your information to other third parties unless we are required to do so by law, for example, by a court order or for the purposes of prevention of fraud or other crime.

How long we keep it

We keep your personal data for as long as your employer is a member of the Federation. We will remove your user and/or contact details as soon as we are advised that you are no longer within the employment of the Federation member company.

If the company leaves Federation membership we will retain your contact details for a maximum of 6 years, after which time they will be destroyed.

What are your rights?

If at any point you believe your information is incorrect you may 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 at Construction Employers Federation, 143 Malone Road, Belfast, BT9 6SX. 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 (ICO).