

# GDPR

## BMA Contractors Ltd Privacy Policy

This privacy policy sets out how BMA Contractors Ltd uses and protects any information that we hold within the company.

BMA Contractors is committed to ensuring that your privacy is protected and we are fully compliant with the new general data protection regulation (GDPR) which came into force on the 25<sup>th</sup> of May 2018.

Any information that we have taken and stored by which you can be identified is stored in accordance with this privacy statement.

### **The personal information we collect and use may include:**

Name

Trade

Home address

Contact telephone number

Email address

National insurance number

UTR Number

Bank details

Nationality

Identification documents

### **How we use your personal information:**

To enable us to contact you to offer work

To enable us to process your wages

## **Security**

BMA Contractors is committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, BMA Contractors have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information Bma Contractors hold.

## **Data Retention**

Your information will be held in compliance with tax and revenue laws.

## **Your rights**

You may request details of the personal information which we hold about you under the GDPR which will be forwarded to you within 30 days of your request. If you would like a copy of the information held on you please write to:

BMA Contractors Ltd

43 Michigan Close

Turnford

Hertfordshire

EN10 6 FY

If you believe any information we are holding on you is incorrect or incomplete, please write to or email us as soon as possible, at the above address or [admin@bmacontractors.com](mailto:admin@bmacontractors.com).