



Privacy and Cookies Policy

Privacy policy

Welcome to the HBC's privacy notice.

HBC respects your privacy and is committed to protecting your personal data. This privacy notice will inform you as to how we look after your personal data when you visit our website (regardless of where you visit it from) and tell you about your privacy rights and how the law protects you.

Purpose of this privacy notice

This privacy notice aims to give you information on how HBC collects and processes your personal data through your use of this website.

This website is not intended for children and we do not knowingly collect data relating to children.

It is important that you read this privacy notice together with any other privacy notice or fair processing notice we may provide on specific occasions when we are collecting or processing personal data about you so that you are fully aware of how and why we are using your data. This privacy notice supplements the other notices and is not intended to override them.

Controller

HBC is the data controller and the marketing department and IT department are responsible for this website.

We will appoint a data privacy manager who is responsible for overseeing questions in relation to this privacy notice. If you have any questions about this privacy notice, including any requests to exercise your legal rights, please contact the data privacy manager using the details set out below.

Contact details

Our full details are:

Full name of legal entity acting as data controller: HBC Construction Ltd.

Data privacy manager:

Email address:

Representative from marketing team: Joel Holmes

Email address:

Representative from IT team: Daniel Dracup

Email address:

Postal address: HBC, Callywhite Lane, Dronfield S18 2XN

You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues (www.ico.org.uk). We would, however, appreciate the chance to deal with your concerns before you approach the ICO so please contact us in the first instance.

Changes to the privacy notice and your duty to inform us of changes

It is important that the personal data we hold about you is accurate and current. Please keep us informed if your personal data changes during your relationship with us.

Third-party links

This website may include links to third-party websites, plug-ins and applications. Clicking on those links or enabling those connections may allow third parties to collect or share data about you. We do not control these third-party websites and are not responsible for their

privacy statements. When you leave our website, we encourage you to read the privacy notice of every website you visit.

The data we collect about you

Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data).

We may collect, use, store and transfer different kinds of personal data about you which we have grouped together follows:

- **Information that you provide by filling in various forms on our website** e.g. to request information on products and services. We may also ask you for information if you report a problem with our web site.
- **If you contact us, we may keep a record of that correspondence.**
- **Details of your visits to our web site and the resources that you access.**
- **IP addresses.** We may collect information about your computer, including your IP address, for the purposes described below.

We do not collect any special categories of personal data about you (this includes details about your race or ethnicity, religious or philosophical beliefs, sex life, sexual orientation, political opinions, trade union membership, information about your health and genetic and biometric data). Nor do we collect any information about criminal convictions and offences.

If you fail to provide personal data

Where we need to collect personal data by law, or under the terms of a contract we have with you and you fail to provide that data when requested, we may not be able to perform the contract we have or are trying to enter into with you (for example, to provide you with goods or services). In this case, we may have to cancel a product or service you have with us but we will notify you if this is the case at the time.

How we use your personal data

We will only use your personal data when the law allows us to. Most commonly, we will use your personal data in the following circumstances:

- Where we need to perform the contract we are about to enter into or have entered into with you.
- Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests.
- Where we need to comply with a legal or regulatory obligation.

Generally we do not rely on consent as a legal basis for processing your personal data and we will not contact you unless you have specifically requested it. You have the right to withdraw consent to marketing at any time by contacting us.

Purposes for which we will use your personal data

We have set out below a description of all the ways we plan to use your personal data, and which of the legal bases we rely on to do so. We have also identified what our legitimate interests are where appropriate.

Note that we may process your personal data for more than one lawful ground depending on the specific purpose for which we are using your data. Please contact us if you need details about the specific legal ground we are relying on to process your personal data where more than one ground has been set out in the table below.

Purpose/Activity	Type of data	Lawful basis for processing including basis of legitimate interest
To manage our relationship with you, which will include sending you information about HBC/marketing mailings where you have requested this, or other contact where you may have requested us to contact you.	a) Identity b) Contact c) Profile d) Marketing and communications	a) Performance of a contract with you b) Necessary to comply with a legal obligation c) Necessary for our legitimate interests (to keep our records updated and to study how customers use our products/services) d) Consent
To use data analytics to improve our website, services, marketing, customer relationships and experiences	a) Technical b) Usage	Necessary for our legitimate interests (to define types of customers for our services, to keep our website updated and relevant, to develop our business and to inform our marketing strategy)

Third-party marketing

We will get your express opt-in consent before we share your personal data with any company outside HBC for marketing purposes.

Change of purpose

We will only use your personal data for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If you wish to get an explanation as to how the processing for the new purpose is compatible with the original purpose, please contact us.

If we need to use your personal data for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.

Please note that we may process your personal data without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

Disclosures of your personal data

We may have to share your personal data with the parties set out below for the purposes set out in the table in paragraph 2 above.

- Internal third parties as set out in the glossary

- Third parties to whom we may choose to sell, transfer, or merge parts of our business or our assets. Alternatively, we may seek to acquire other businesses or merge with them. If a change happens to our business, then the new owners may use your personal data in the same way as set out in this privacy notice.

We require all third parties to respect the security of your personal data and to treat it in accordance with the law. We do not allow our third-party service providers to use your personal data for their own purposes and only permit them to process your personal data for specified purposes and in accordance with our instructions.

International transfers

We do not transfer your personal data outside the European Economic Area (**EEA**).

Data security

We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal data to those employees, agents, contractors and other third parties who have a business need to know. They will only process your personal data on our instructions and they are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected personal data breach and will notify you and any applicable regulator of a breach where we are legally required to do so.

Data retention

How long will you use my personal data for?

We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

In some circumstances you can ask us to delete your data, see 'Your Legal Rights' below.

In some circumstances we may anonymise your personal data (so that it can no longer be associated with you) for research or statistical purposes in which case we may use this information indefinitely without further notice to you.

Your legal rights

Under certain circumstances, you have rights under data protection laws in relation to your personal data, such as:

- Request access to your personal data
- Request correction of your personal data
- Request erasure of your personal data
- Object to processing of your personal data

- Request restriction of processing your personal data
- Request transfer of your personal data
- Right to withdraw consent

If you wish to exercise any of the rights set out above, please contact the data privacy manager as highlighted in 'Important Information and who we are' above.

No fee usually required

You will not have to pay a fee to access your personal data (or to exercise any of the other rights). However, we may charge a reasonable fee if your request is clearly unfounded, repetitive or excessive. Alternatively, we may refuse to comply with your request in these circumstances.

What we may need from you

We may need to request specific information from you to help us confirm your identity and ensure your right to access your personal data (or to exercise any of your other rights). This is a security measure to ensure that personal data is not disclosed to any person who has no right to receive it. We may also contact you to ask you for further information in relation to your request to speed up our response.

Time limit to respond

We try to respond to all legitimate requests within one month. Occasionally it may take us longer than a month if your request is particularly complex or you have made a number of requests. In this case, we will notify you and keep you updated.

Glossary

Lawful basis

Legitimate Interest means the interest of our business in conducting and managing our business to enable us to give you the best service/product and the best and most secure experience. We make sure we consider and balance any potential impact on you (both positive and negative) and your rights before we process your personal data for our legitimate interests. We do not use your personal data for activities where our interests are overridden by the impact on you (unless we have your consent or are otherwise required or permitted to by law). You can obtain further information about how we assess our legitimate interests against any potential impact on you in respect of specific activities by contacting us.

Performance of contract means processing your data where it is necessary for the performance of a contract to which you are a party or to take steps at your request before entering into such a contract.

Comply with a legal or regulatory obligation means processing your personal data where it is necessary for compliance with a legal or regulatory obligation that we are subject to.

Third parties

Internal third parties – other companies that are part of Henry Boot.

Cookies policy

Cookies are small text files stored on your device when you access most websites on the Internet.

HBC uses analytics cookies on numerous pages of its website. These allow us to use Google Analytics software to see various data regarding visits to our website. This data comprises:

- Date of visit
- Duration of visit (time)
- Page views per visit
- Country of visitor
- Browser used

No personal or identifiable information is collected or used.

By analysing this data HBC hopes to monitor the general use and consequently the success of our website.

For further information about Google Analytics please visit –

<http://www.google.com/intl/en/policies/privacy/>

You can prevent tracking by Google Analytics by going to –

<https://tools.google.com/dlpage/gaoptout?hl=en>

For general information about cookies go to –

<http://www.allaboutcookies.org/>

By using our website, you agree to the use of the cookies as outlined.

Cookies

This website uses cookies to improve user experience, please find below a list of cookies used on this website.

Please note that some cookie data captured by third parties whose data we display on our website (otp.tools.investis.com (financial news feed) and connectidfeed.com (share price calculator)) may transmit the data captured to locations that are outside the EEA. As these domains are outside of our control, if you have any issues relating to this, please update your preferences via your browser's settings.

	Cookie name	Purpose description	Default expiration time
Google Analytics cookies	_utma	Used to distinguish users and sessions. The cookie is created when the javascript library executes and no existing __utma cookies exists. The cookie is updated every time data is sent to Google Analytics.	2 years from set/update

	Cookie name	Purpose description	Default expiration time
	_utmb	Used to determine new sessions/visits. The cookie is created when the javascript library executes and no existing _utmb cookies exists. The cookie is updated every time data is sent to Google Analytics.	30 mins from set/update
	_utmc	Not used in ga.js. Set for interoperability with urchin.js. Historically, this cookie operated in conjunction with the _utmb cookie to determine whether the user was in a new session/visit.	End of browser session
	_utmt	Used to throttle request rate.	10 minutes
	_utmz	Stores the traffic source or campaign that explains how the user reached your site. The cookie is created when the javascript library executes and is updated every time data is sent to Google Analytics.	6 months from set/update
	ga	Used to distinguish users.	2 years
	gat	Used to throttle request rate.	10 minutes

	Cookie name	Purpose description	Default expiration time
Custom cookies	henry_boot	Used on every page that is protected with disclaimer	1 year
Third party cookies	__cf_bm	This cookie is used to distinguish between humans and bots. This is beneficial for the website, in order to make valid reports on the use of their website.	1 day
	_cfuvid	This cookie is a part of the services provided by Cloudflare - Including load-balancing, deliverance of website content and serving DNS connection for website operators.	End of browser session
	AWSALB	Registers which server-cluster is serving the visitor. This is used in context with load balancing, in order to optimize user experience.	7 days
	AWSALBCORS	Registers which server-cluster is serving the visitor. This is used in context with load balancing, in order to optimize user experience.	7 days
	AWSALBTG	Registers which server-cluster is serving the visitor. This is used in context with load balancing, in order to optimize user experience.	7 days

	Cookie name	Purpose description	Default expiration time
	AWSALBTGCORS	Registers which server-cluster is serving the visitor. This is used in context with load balancing, in order to optimize user experience.	7 days