Data Protection Policy

Purpose

Cubby Construction is committed to ensuring that all personal data collected through its website is processed lawfully, fairly and transparently. This policy outlines our responsibilities and commitments regarding the collection, use, storage and protection of personal information.

Scope

This policy applies to all personal data collected through:

- Website contact forms
- Enquiry forms
- Newsletter registrations
- Recruitment and careers applications
- Trade account registrations
- Customer communications
- Email correspondence generated through the website

Data Protection Principles

We are committed to complying with the principles set out in UK GDPR. Personal data will be:

- Processed lawfully, fairly and transparently
- Collected for specified, explicit and legitimate purposes
- Adequate, relevant and limited to what is necessary
- Accurate and kept up to date
- Retained only as long as necessary
- Processed securely to prevent unauthorised access, loss or damage

Information We Collect

Through our website, we may collect:

- Names
- Company names

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- Email addresses
- Telephone numbers
- Postal addresses
- CVs and employment applications
- Website usage data
- IP addresses
- Cookie and analytical information

Lawful Basis for Processing

We process personal data under one or more of the following lawful bases:

Consent

Where users voluntarily subscribe to newsletters or marketing communications.

Contract

Where information is required to provide a product, quotation or service.

Legal Obligation

Where processing is necessary to comply with applicable laws and regulations.

Legitimate Interest

Where processing is necessary to operate and improve our business and website services.

Website Security

We implement appropriate technical and organisational measures to safeguard personal data, including:

- Secure website hosting
- SSL encryption
- Password-protected systems
- Access controls
- Software and security updates

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- Regular system monitoring

Data Sharing

Personal information may be shared with trusted third-party service providers where necessary to operate the website or provide services, including:

- Website hosting providers
- IT support providers
- Email marketing platforms
- Analytics providers
- Professional advisers

We do not sell personal data to third parties.

Data Retention

Personal data collected through our website will only be retained for as long as necessary to fulfil the purpose for which it was collected, satisfy legal requirements or resolve disputes.

Individual Rights

Individuals have the right to:

- Access their personal data
- Correct inaccurate information
- Request erasure of their personal data
- Restrict processing
- Object to processing
- Request data portability
- Withdraw consent where applicable

Requests should be submitted using the contact details below.

Cookies

The website uses cookies to improve user experience and analyse website performance. Users can manage cookie preferences through their browser settings or the website cookie banner.

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Data Breaches

Any actual or suspected data breach will be investigated promptly. Where required by law, breaches will be reported to the Information Commissioner's Office (ICO) and affected individuals.

Responsibility

Management is responsible for ensuring compliance with this policy and maintaining appropriate procedures for handling personal data.

All employees with access to personal information are expected to comply with this policy.

Contact Details

For questions regarding this policy or data protection matters, please contact:

Company Name: Cubby Construction

Registered Address: Units H & L, Knight's Drive, Kingmoor Park Central Carlisle, Cumbria, CA6 4SG

Telephone: 01228 521 284

Email: info@cubby.co.uk

Policy Review

This policy will be reviewed periodically to ensure ongoing compliance with applicable data protection legislation and business requirements.

Policy Review Date: 15th October 2027

Version: 1.0

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