

PRIVACY POLICY

1. Introduction

The South East Centre for the Built environment (SECBE Ltd) is committed to preserving the privacy of every visitor to its website. SECBE is the regional centre for Constructing Excellence, driving positive change across London and the South East, recognising the best companies and projects and inspiring others to adopt innovative ways of working. Constructing Excellence is a trusted and critical partner to UK Government, a cross-sector, cross-supply chain, member led organisation operating for the good of industry and its stakeholders.

Topics:

- Use and Storage of Information
- Storage and security of data
- Access to your information, correction and opting out
- Cookies
- Changes to our privacy policy
- How to contact us

2. Use and Storage of Information

(a) When you visit or register on the Website you may be asked to provide certain information about yourself including your name and contact details. We may collect additional information about you from e-mails or other correspondence that you send to us and we may also collect information about your usage of the Website.

(b) Your information will enable us to supply to you the information or services that you have requested by registering with us or by sending an e-mail to us. We may also use your personal information to contact you for your views on our services and to notify you occasionally about important changes or developments to the Website or our services. We will also use and analyse information collected so that we can administer, support, improve and develop our business.

(c) We may occasionally contact you by e-mail or telephone. You may change your contact preferences at any time by emailing us at info@secbe.org.uk

(d) If we enter into a joint venture with, or are sold to, or merged with another business entity, your personal information may be disclosed to our new business partners or owners. Unless required to do so by law, we will not otherwise share, sell or distribute any of the personal information that you provide to us without your consent.

(e) From time to time SECBE collaborate with other organisations to jointly promote events & news. SECBE will not share your data with these organisations. SECBE will send jointly branded literature to you from the SECBE mail server.

(f) We will fully co-operate with any law enforcement authorities or court order requesting or directing us to disclose the identity of or to locate anyone posting any defamatory, obscene or otherwise illegal material onto the Website.

3. Storage and security of data

(a) The information you provide to us will be stored on a secure server, located at secure, purpose-built facilities and are closely monitored. Servers are regularly updated with the latest security patches. Online incremental backup and full backups are carried out every 24 hours.

- (b) Data is only accessed by authorised SECBE employees and is never shared with any third parties.
- (c) Sensitive data will be held on our internal server. Access is extremely limited and only accessed by employees with who are authorised. We will only retain this information for a reasonable period or for so as you or legislation permits.

4. Access to your information, correction and opting out

- (a) You have the right to access or amend the information we hold on you. If you would like to access any information we may hold on you, please email info@secbe.org.uk or call 01189 207 200. For excessive requests, there may be a small fee.
- (b) We want to make sure that the information we hold on you is relevant and up-to-date. You may correct, remove or change your preferences by emailing us.
- (c) You may opt-out at any time by emailing us.
- (d) You may request for 'the right to be forgotten' or 'right to erasure' to have your details deleted from our system (unless there is a legal obligation to keep your data). Please email info@secbe.org.uk
- (e) We may require you to prove your identity in some cases.

5. How we use cookies

A cookie is a small file which asks permission to be placed on your computer's hard drive. Once you agree, the file is added, and the cookie helps analyse web traffic or lets you know when you visit a site. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences.

We use traffic log cookies to identify which pages are being used. This helps us analyse data about web page traffic and improve our website to tailor it to customer needs. We only use this information for statistical analysis purposes and then the data is removed from the system.

Overall, cookies help us provide you with a better website, by enabling us to monitor which pages you find useful and which you do not. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us.

You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website.

6. Changes to our Privacy Policy

We keep our privacy under regular review. Any changes to our privacy policy in the future will be posted to the Website and, where appropriate, sent to you by e-mail notification.

6. How to contact us

If you have any questions about our privacy policy or the information we hold on you, please contact us at info@secbe.org.uk

