

## Privacy Policy

### **1. Introduction**

1.1 Atkins Gregory Ltd respects your privacy and is committed to protecting it. We are committed to safeguarding the privacy of our website visitors. In this policy we will explain how we will treat your personal information from data we receive from you via this site ([www.atkinsgregory.com](http://www.atkinsgregory.com)) in order to demonstrate our compliance with GDPR.

### **2. Cookies**

2.1 Whenever you use this website, information may be collected through the use of cookies. Please read our Cookie Policy for more information about this.

### **3. Collecting Personal Information**

3.1 With regard to each of your subsequent visits to our site we will automatically collect the following information;

- (a) Technical information, including the Internet protocol (IP) address used to connect your computer to the Internet, geographical location, operating system and platform, website navigation paths, and time zone setting;
- (b) Information about your visit, including the full Uniform Resource Locators (URL), clickstream to, through and from our site (including date and time), page views, page response times, referral source and length of visits to certain pages;
- (c) Information contained in or relating to any communication that you send to us or send through our website, including vacancy applications, email newsletter subscriptions or information you provide when registering with our website (including the communication content and metadata associated with the communication);
- (d) Any other personal information that you choose to send to us;
- (e) Before you disclose to us the personal information of another person, you must obtain that person's consent to both the disclosure and the processing of that personal information in accordance with this policy.

### **4. Using Personal Information**

4.1 Personal information submitted to us through our website will be used for the purposes specified in this policy or on the relevant pages of the website.

4.2 We may use your personal information to:

- (a) Administer our website and business;

- (b) Personalise our website for you;
- (c) Enable your use of the services available on our website;
- (d) Send you non-marketing communications;
- (e) Send you email notifications that you have specifically requested;
- (f) Deal with enquiries and complaints made by or about you relating to our website;
- (g) Keep our website secure and prevent fraud.

4.3 Unless we have your consent, we will ensure that your personal data will not be disclosed to other organisations, institutions and authorities unless required for the provision of our services or required by law. We will not sell, rent or lease your personal data to others.

## **5. Disclosing Personal Information**

5.1 We may disclose your personal information to any of our employees, officers, insurers, personal advisers, agents, suppliers or subcontractors insofar as reasonably necessary for the purposes set out in this policy.

5.2 We may disclose your personal information to any member of our group of companies (this means our subsidiaries, our ultimate holding company and all its subsidiaries) insofar as reasonably necessary for the purposes set out in this policy.

5.3 We may disclose your personal information:

- (a) To the extent that we are required to do so by the law;
- (b) In connection with any ongoing or prospective legal proceedings;
- (c) In order to establish, exercise or defend our legal rights (including providing information to others for the purposes of fraud prevention and reducing credit risk);
- (d) To any person who we reasonably believe may apply to a court or other competent authority for disclosure of that personal information where, in our reasonable opinion, such court or authority would be reasonably likely to order disclosure of that personal information;
- (e) Except as provided in this policy, we will not provide your personal information to third parties;
- (f) To analytics and search engine providers that assist us in the improvement and optimisation of our site;

- (g) To credit reference agencies for the purpose of assessing your credit score where this a condition of us entering into a contract with you.

#### 5.4 We will disclose your personal information to third parties;

(a) In the event that we sell or buy any business or assets, in which case we will disclose your personal data to the prospective seller or buyer of such business or assets;

(b) If Atkins Gregory Ltd or substantially all of its assets are acquired by a third party, in which case personal data held by it about its customers will be one of the transferred assets;

(c) If we are under a duty to disclose or share your personal data in order to comply with any legal obligation, or in order to enforce or apply our terms of use or terms and conditions of supply and other agreements; or to protect the rights, property, or safety of Atkins Gregory Ltd, our customers, or others.

### **6. Retaining Personal Information**

6.1 This section sets out our data retention policies and procedure, which are designed to help ensure that we comply with our legal obligations in relation to the retention and deletion of personal information.

6.2 Personal information that we process for any purpose or purposes shall not be kept for longer than is necessary for that purpose or purposes.

6.3 The data that we hold of customers will be removed 6 months after any contract termination.

6.4 Notwithstanding the other provisions of this section, we will retain documents (including electronic documents) containing personal data:

(a) To the extent that we are required to do so by the law;

(b) If we believe that the documents may be relevant to any ongoing or prospective legal proceedings; and

(c) In order to establish, exercise or defend our legal rights (including providing information to others for the purposes of fraud prevention and reducing credit risk).

### **7. Keeping Your Personal Information Secure**

7.1 We will take reasonable technical and organisational precautions to prevent the loss, misuse or alteration of your personal information.

7.2 We will store all the personal information you provide on our secure (password-and firewall protected) servers. Any personal information of our customers is stored on our customer database (WebCRM) to administer the account and enable us to perform the services

requested. This information can include a name, phone number, email address, business information and job role.

7.3 We do our best to keep the information you disclose to us secure. However, we can't guarantee its security. By using our website you accept the inherent risks of providing information online and will not hold us responsible for any breach of security.

## **8. Your Rights**

### **8.1 The Right to be Informed**

You will be informed about the collection and use of your personal data in the relevant areas of our site; ie. Vacancy application forms, contact forms etc.

### **8.2 The Right of Access**

You have the right to access your personal data that we store, and any supplementary information. The right of access allows individuals to be aware of and verify the lawfulness of the processing.

### **8.3 The Right to Rectification**

You have the right to have inaccurate personal data rectified or completed if it is incomplete. You can request this rectification verbally or in writing, and we will respond within the allowed one calendar month.

### **8.4 The Right to Erasure**

You have the right to request that your personal data is erased. You can make this request either verbally or in writing. As with the right to rectification, we will respond to your request within the allowed one calendar month.

### **8.5 The Right to Restrict Processing**

You have the right to request the restriction or suppression of your personal data. This is not an absolute right and only applies in certain circumstances. When processing is restricted, we retain the right to store the personal data, but not to use it. The request to restrict processing can be made either verbally or in writing, and will respond within the allowed one calendar month.

### **8.6 The Right to Data Portability**

This allows you to obtain and reuse your personal data for your own purposes across different services. It allows you to move, copy or transfer data easily from one IT environment to another in a safe and secure way, without hindrance to usability.

### **8.7 The Right to Object**

You have the right to object to processing based on legitimate interests or the performance of a task in the public interest/exercise of official authority, direct marketing, and processing for purposes of scientific/historical research and statistics.

Contact [compliance@monthindclean.co.uk](mailto:compliance@monthindclean.co.uk) at any time if you wish for your personal data to be amended or removed. You can read more about your rights, including the circumstances in which they apply, in the Guidance from the UK Information Commissioner's Office (ICO) <https://ico.org.uk/for-the-public>.

## **9. Third Party Websites**

9.1 Our website includes hyperlinks to, and details of, third party websites

9.2 We have no control over, and are not responsible for, the privacy policies and practices of third parties.

## **10. Amendments to our Privacy Policy**

10.1 Any changes we make to our privacy policy in the future will be posted on this page and, where appropriate, notified to you by email. Please check back frequently to see any updates or changes to our privacy policy.

## **11. Our Details**

11.1 This website is owned and operated by Atkins Gregory Ltd.

11.2 We are registered in England and Wales under registration number 04451155 and our registered office is at Dencora Business Centre, Nuffield Road, Cambridge, Cambridgeshire, CB4 1TG.

11.3 Our principal place of business is at Dencora Business Centre, Nuffield Road, Cambridge, Cambridgeshire, CB4 1TG

11.4 You can contact us by writing to the business address given above, by using our website contact form, or by telephone on +44 (0) 1223 438 118.

## **Cookie Policy**

This cookie policy explains what cookies are and how we use them on our website.

For a website to work properly, it needs to collect certain basic information on its users. To do this, a site will create files known as cookies on its users' computers. These cookies are intended to allow the website to recognise its users on subsequent visits, or to authorise other designated websites to identify these users for a specific purpose.

### **What Information We Collect Using Cookies**

When you visit our website, we may automatically collect the following types of information from you: Your internet protocol (IP) address, time zone setting, operating system and platform, information about your visits including the URL you came from, your country, pages you viewed, page response times, length of visits to certain pages, and the methods used to browse away from the page.

### **The Cookies We Use**

(a) **Strictly Necessary Cookies**

These are cookies that are required for the operation of our website.

(b) **Analytical Cookies**

They allow us to recognise and count the number of visitors and to see how visitors move around our website when they are using it. This helps us to improve the way our website works, for example, by ensuring that users are finding what they are looking for easily.

(c) **Functionality Cookies**

These are used to recognise you when you return to our website.

(d) **Targeting Cookies**

These cookies record your visit to our website, the pages you have visited and the links you have followed. We will use this information to make our website more relevant to your interests.

### **Blocking Cookies**

Most browsers allow you to refuse cookies. You may block our cookies by activating the setting on your browser that allows you to refuse the setting of all or some cookies. You can find out more about cookies and how to delete and control them on [www.aboutcookies.org](http://www.aboutcookies.org) or click help in your browser menu.