

Non-Bloor Homes Staff H&S Form

Introduction and general terms

At Bloor Homes Ltd and our subsidiary companies, we respect your privacy and are committed to protecting your data.

This privacy notice describes the personal information we may process about you when you work on Bloor Homes sites or take part in the Bloor Homes Health and Safety procedures but are not a Bloor Homes employee.

In collecting your information, we are acting as a data controller and, by law, we are required to provide you with information about us, about why and how we use your data, and about the rights, you have over your data.

Wherever you see the words “we”, “us”, “our” in this Notice, these words refer to Bloor Homes.

The data we collect about you

Personal data, or personal information, means any information about an individual from which that person can be identified. We collect only that personal data from you that we need to meet our regulatory or legal requirements and operate our business in the way that you would anticipate.

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

Contact Data	includes name, address, email address and telephone number.
Other Identifier Data	includes training certifications, driving licence, date of birth, CCTV footage and employment details.
Emergency Contact Data	includes information about your next of kin or similar.
Professional data	includes qualifications and certifications.
Communications Data	includes emails, notes of conversations, etc.

For your health and safety

To meet our legal obligations in the area of health and safety, we may hold information about your health, including details of occupational health reports, training and injuries; where required by law.

To help protect our employees, those working on our sites, the general public and to comply with our health and safety obligations we reserve the right to make use of CCTV (or similar technologies) on our sites or transport equipment. We have undertaken a legitimate interest balance test to validate our lawful processing of this data, and also have a legal obligation to protect our staff.

Information about you in the area of health and safety will generally be retained for as long as we are legally required to keep it for; as specified within the relevant legislation or to help satisfy any future potential claim.

Automated decision making

We do not use the information you provide to make any automated decisions that might affect you.

Bloor Holdings Limited Retirement Benefits Scheme

International transfers

We do not knowingly transfer any 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. Also, 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

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

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

This version of our privacy policy was last updated in May 2023.

It is vital 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.

Your rights over your information

By law, you can ask us what information we hold about you, request to have access to it, and you can ask us to correct it if it is inaccurate. In those cases where we process your information for contractual reasons, you can ask us to give you a copy of the information.

If you believe we are not using your information lawfully, you can ask us to stop using it for a period. In some circumstances, you may have the right to ask us to erase your personal data.

To submit a request by email, post or telephone, please use the contact information provided below.

Bloor Holdings Limited Retirement Benefits Scheme

Contacting us

We are not required to have a data protection officer, so any enquiries about our use of your personal data should be addressed to the contact details below.

Address: Bloor Homes Head Office
Ashby Road
Measham
Swadlincote
Derbyshire
DE12 7JP

Phone: 01530 270100

Email: hq@bloorhomes.com

Your right to complain

If you have a complaint about our use of your personal information, we would prefer you to raise it with us in the first instance to give us the opportunity to put it right, but you can also contact the Information Commissioner's Office as below:

Address: Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Phone: 0303 123 1113

Website: www.ico.org.uk/concerns