cRoadform Civil Engineering Co. Ltd are committed to managing the privacy of personal information and data for our personnel, clients, customers, suppliers and sub-contractors. As data controller we will comply with all applicable legal and other relevant requirements that relate to the controls and procedural requirements for data retention and management whether data is electronic, on paper or on other materials/media.

In complying with legislative requirements, Roadform will ensure that personal information is:

* processed fairly and lawfully.
* processed for limited purpose and in an appropriate way.
* relevant, adequate and not excessive for the purpose it is intended.
* accurate and up-to-date.
* not be kept longer than necessary.
* processed in accordance with the rights of the individual.
* kept secure and protected from unauthorised processing, loss or destruction.

The types of personal data collected by Roadform could include, for example, your name, company name, email address, postal address, telephone number and other information contained within sub-contractor and supplier questionnaire proformas if issued.  Roadform process the data to provide quotations to our clients and customers, process orders according to our terms and conditions, process payments, process Customer Care/ Complaint/ Non-Conformance Reports.  Other purposes which Roadform may process your personal data are: the general administration of your records by us; maintenance of our database and records; security purposes to protect your personal data held or processed by us; maintain records of payments; sub-contractor induction and site signing in records; accident or incident or near miss information; retention in accordance with contractual and/or legislative requirements.

Roadform will only issue your data to a third party where required by law and where your consent has been given for this purpose. Third parties include: material, service or sub-contractor provision for undertaking our order or contract with a customer/client; enforcement agency; insurance broker; accounting/auditing function; security pass information for obtaining access to client premises e.g. airport.

Where third party personal data is issued to Roadform, this will only be undertaken provided appropriate consent has been obtained for this including the purposes for which it will be used and that the contract incorporates this. Roadform will process this data according to legislative requirements as noted above.

Should you require to access the personal data that Roadform holds about you, please send a request in writing highlighting the information required to our head office or admin@roadform.co.uk.

If you have any questions or concerns regarding Roadform management of your personal data, including to access data about yourself, or if you feel Roadform holds inaccurate or unauthorised information about you, or if you would prefer us not to process your data for any reason or to opt out or make changes, please contact us in writing at our head office or email us at admin@roadform.co.uk providing an outline of your case so that it can be reviewed, investigated if required, and addressed.  If you want to learn more about your rights regarding personal data, you should contact the Information Commissioner's Office information line on 0303 123 1113 or visit their website at [www.ico.gov.uk](http://www.ico.gov.uk/).