

Privacy Policy

About this policy:

This policy sets out how we will use and share the information that you give us. This policy describes your relationship with John Murray and Son Painting Contractors.

The Data Protection Act 1998 (DPA) and General Data Protection Regulation (GDPR) describes how organisations must collect, handle, process and store personal information.

These rules apply regardless of whether data is stored electronically, on paper or on other materials. To comply with the law, personal information must be collected and used fairly, stored safely and not disclosed unlawfully. GDPR is underpinned by eight important principals. These say that personal data must:

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- Be processed fairly and lawfully
- Be obtained only for specific, lawful purposes
- Be adequate, relevant and not excessive
- Be accurate and kept up to date
- Not be held for any longer than is necessary
- Processed in accordance with the rights of the data subjects
- Be protected in appropriate ways
- Not be transferred outside the European Economic Area, unless that country or territory also ensures an adequate level of protection

We take these responsibilities seriously; this document describes our approach to data protection.

This policy helps to protect us from data security risks, including:

- Breaches of confidentiality. For instance, information being given out inappropriately
- Failing to offer choice. For instance, all individuals should be free to choose how the company uses data relating to them
- Reputational damage. For instance, the company could suffer if hackers successfully

gained access to sensitive data

John Murray and Son Painting Contractors is an Industrial and Commercial Painting Contractors (a trading name of JMJ Belmont LTD). This policy relates to users of John Murray and Son Painting Contractors. Processing of your data is required in order to offer you these services. This policy applies to individuals who have shared their data with John Murray and Son Painting Contractors as a customer, employee or supplier or in any other capacity.

Data Controller:

J Murray is the Data Controller for John Murray and Son Painting Contractors and is committed to protecting the rights of individuals in line with the Data Protection Act 1998 (DPA) and the new General Data Protection Regulation (GDPR).

Contact Information:

John Murray and Son Painting Contractors has a Data Protection Officer (J Murray) who can be contacted through our website at www.jmurrayandson.com , by email at jmurrayandsonGDPR@gmail.com or by post to J Murray, 2a Knockdarragh Park, Belfast, BT4 2LE.

Data we will collect and store about you:

In order to deliver our services to you, we will collect the following data:

- Name
- Location data
- An online identifier

In addition this includes personal data relating to employees and includes:

- Name
- Job title
- Date of birth
- Passport data
- Home address
- Home telephone number
- Private email address
- Emergency contact
- Staff number etc.

We do not collect or store sensitive data.

This data will be used for the purposes of:

- Administering finance (fees, contracts and payments)
- Providing support services
- Managing accounts
- Monitoring equal opportunities
- Providing operational information
- Safeguarding
- Security
- Where necessary for your legitimate interests

We will only use your personal data for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If you wish to find out more about how the processing for the new purpose is compatible with the original purpose, please email us. If we need to use your personal data for a purpose unrelated to the purpose for which we collected the data, we will notify you and we will explain the legal ground of processing. We may process your personal data without your knowledge or consent where this is required or permitted by law.

Data usage and legal grounds for processing, including legitimate interests:

Purpose/Activity	Type of data	Lawful basis for processing
To register you as a new customer	(a) Identity, (b) Contact	Performance of a contract with you
To process and deliver your order including managing payments, fees and charges, and to collect and recover money owed to us	(a) Identity, (b) Contact, (c) Financial, (d) Transaction, (e) Marketing and Communications	(a) Performance of a contract with you, (b) Necessary for our legitimate interests to recover debts owed to us
To manage our relationship with you which will include notifying you about changes to our terms or privacy policy	(a) Identity, (b) Contact, (c) Profile	(a) Performance of a contract with you, (b) Necessary to comply with a legal obligation, (c) Necessary for our legitimate interests to keep our records updated
To administer and protect our business and our site (including troubleshooting, data analysis, testing, system maintenance, support, reporting and hosting of data)	(a) Identity, (b) Contact, (c) Technical	(a) Necessary for our legitimate interests for running our business, provision of administration and IT services, network security, to prevent fraud and in the context of a business reorganisation or group restructuring exercise, (b) Necessary to comply with a legal obligation
To use data analytics to improve our website, products/services, marketing, customer relationships and experiences	(a) Technical, (b) Usage	Necessary for our legitimate interests to define types of customers for our products and services, to keep our site updated and relevant, to develop our business and to inform our

		marketing strategy
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Legal basis for processing data (Article 6 compliance, GDPR)

Should we be required to process personal data, we will ensure the following is in place:

Article 6: Personal Data
The data subject has given consent to the processing
Processing is necessary for the performance of a contract with the data subject
Processing is necessary for compliance with a legal obligation
Processing is necessary in order to protect the vital interests of the data subject or of another natural person
Processing is necessary for the performance of a task carried out in the public interest
Processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party

Personal data we receive will be used for the purposes it was provided, including:

- To respond to queries from you regarding the possible purchase of goods or services
- To carry out our obligations arising from any contracts entered into between you and us including provision of services, and to respond to queries from you regarding those contracts
- To manage and administer the relationships between you and us
- To notify you about changes to our services and to otherwise communicate with you; for example, we will use your contact details in order to respond to any queries that you submit to us

By submitting your personal data on this site or as required for us to provide products and services to you, you are affirming your agreement for such information to be used in accordance with this privacy policy. You will be able to change your preferences at any time by the methods described in this document. We do not use cookies on our website.

Who receives your data?

We will ensure that your data is secure and confidential within J Murray & Son. We will not share your information with a third party. However, on occasion we may have to share your personal data with the parties set out below:

- Professional advisers including lawyers, bankers, auditors and insurers who provide consultancy, banking, legal, insurance and accounting services.
- HM Revenue & Customs, regulators and other authorities based in the United Kingdom and other relevant jurisdictions who require reporting of processing activities in certain circumstances.

We insist that any parties to whom we transfer your data to respect the security of your personal data and to treat it in accordance with the law. We only allow such parties to process your personal data for specified purposes and in accordance with our instructions.

Your data will not be transferred outside the EU.

Personal data will be collected directly from individuals, employees or other businesses in order to deliver our services.

Any data collected by us will not be held for longer than one year or will be kept for no longer than is necessary for purpose.

We may be legally obliged to disclose your personal information without your knowledge to the extent that we are required to do so by law; in connection with any ongoing or prospective legal proceedings; 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); 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.

Security of your information:

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. In addition, we limit access to your personal data to those employees, agents, contractors and other parties who have a business need to know such data. They will only process your personal data on our instructions and they are subject to a duty of confidentiality.

We will report any breaches or potential breaches to the appropriate authorities within 24 hours and to anyone affected by a breach within 72 hours. If you have any queries or concerns about your data usage, please contact us.

Your Rights:

We operate in line with EU GDPR (May 2018) data protection guidelines. We respect your rights and will respond to any request for access to personal information and requests to delete, rectify, transfer, data and to stop processing.

You have a right to access your personal information, to object to the processing of your personal information, to rectify, to erase, to restrict and to port your personal information. Please contact jmurrayandsonGDPR@gmail.com or www.jmurrayandson.com for further information in relation to your rights.

Any requests or objections should be made in writing to J Murray at 2a Knockdarragh Park, Belfast, BT4 2LE.

Our Obligation:

In relation to the information that you provide to us, we are legally responsible for how that information is handled. We will comply with the Data Protection Act 1998 and the GDPR (2018) in the way we use and share your personal data. Among other things, this means that we will only use your personal data:

- Fairly and lawfully
- As set out in the legislation and this policy
- To the extent necessary for these purposes
- We will take steps to ensure your data is accurate and rectify data as necessary

Under certain circumstances, you have rights under data protection laws in relation to your personal data. These include the right to:

- Request access to your personal data
- Request correction of your personal data
- Request erasure of your personal data
- Object to processing of your personal data
- Request restriction of processing your personal data
- Request transfer of your personal data
- Right to withdraw consent

Alternatively, we may refuse to comply with your request in these circumstances.

We may need to request specific information from you to help us confirm your identity and ensure your right to access your personal data (or to exercise any of your other rights). This is a security measure to ensure that personal data is not disclosed to any person who has no right to receive it. We may also contact you to ask you for further information in relation to your request to speed up our response.

We try to respond to all legitimate requests within one month. Occasionally it may take us longer than a month if your request is particularly complex or you have made a number of requests. In this case, we will notify you and keep you updated.

You can see more about these rights at: <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

You will not have to pay a fee to access your personal data

How to make a complaint:

If you are unhappy with the way in which your personal data has been processed you may in the first instance, contact J Murray using the contact details above. If you remain dissatisfied then you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
www.ico.org.uk

