



Privacy Policy

Reference: IMS-EthPol-Priv
Issue Date: 30/11/2022
Approved By: Michael Gibbons
Managing Director

This policy explains to the public how ASME will use personal data.

1 Your Privacy is Important

We are committed to protecting the privacy of all the personal data we hold. Our privacy policy explains how we use personal data and cookies and the rights you have over your personal data.

This statement is applicable to:

- [Visitors to the Website](#)
- [Individuals at our clients, suppliers](#) and others we deal with to deliver Structural Steel Projects
- Those [working for us](#) or applying to work for us

We only process personal data to provide the services we describe on this website. We do not provide personal data for any other organisation to use for marketing purposes.

By using our website, you are accepting that you will be bound by this policy.

Visitors to our Website

When you visit our website, we use logging and third-party services, particularly Google Analytics, to give us information about the number of visitors and visitor behaviour patterns. As a point of principle, this information is not used to identify individuals – see [Cookies & Tracking Technologies](#) for more details.

Our website can contain links to other websites run by other organisations, and sometimes content within a page that comes from another site (such as Youtube, this will be clear to see). This privacy policy just applies to our website, we encourage you to read privacy statements on other websites.

If you complete a form on our website to supply us with personal information, then we will process this for the purpose the form describes and to analyse the usefulness of the form. For example, if you ask to subscribe to notifications then you are indicating a legitimate interest in us sending you electronic marketing communications about our services.



If you use or are involved in our Services

We collect some personal data when we deal with individuals as part of providing services. This may include contact details for trade contacts, as representatives of an organisation (current and potential customers, suppliers etc) or others participating in a construction project.

This will not normally be information you would see as private and you will almost always be acting as a representative of a business. The information about you would normally be included on a business card. We will use this information to contact you as needed, to provide construction services that we have been contracted to provide or retain the records we have to keep. We rely on our customers and suppliers to have confirmed that this will be in your legitimate interest before they give us your details.

Information about the work we complete has to be retained for us to comply with legal requirements, demonstrate completion of our contract and improve our service. This may include records we are legally or contractually obliged to keep as part of providing a product warranty or CE Marking Certificate. Information about private individuals is retained as a record, but will not normally be actively used once a construction project is complete.

If you want to work for us

Any information you provide will only be used for the purpose of progressing your application and considering you for future vacancies. We use the contact details you provide to give updates on your application and other information you provide to assess your suitability for a given role.

If you join our team, then we will take and retain additional information to execute the Contract of Employment and provide you with more detailed descriptions of how your information will be used in our Employee Handbook. As part of the employment process, we may take Special Category information, such as information about your health or fingerprint details to identify you in the workplace and capture working time. The purpose of this will always be clearly defined and permitted under the GDPR rules.

2 How we handle Information

ASME Engineering Ltd is committed to strong Information Security as part of its normal processes. We will apply appropriate technical and organisational controls to keep your information safe and only hold it for as long as we have a legitimate purpose for using it. In some cases, however, we may keep your information to provide a record of our activity.

We are committed to providing policy, procedural and technical controls to prevent misuse of the information we hold.



3 Your Rights

The UK Data Protection Act, GDPR and related regulations provide you, as an individual, with a number of rights. We will always respect and comply with these.

This will include the right to see, amend, delete or stop use of information that relates to you as private individual. For the most common type of requests, we provide quick ways of achieving this (so any marketing emails will include a link to unsubscribe from future messages).

If you would like more information about how we use your information, or think that you would like to exercise one of these rights, then please email –

data@asmeengineering.com we will respond promptly to confirm the nature of your request and advise how we will attempt to achieve your aims.

If you are dissatisfied with how we have used your information or the response that you receive, then we will arrange for a Director to review any concerns or you can complain directly to the Information Commissioners Office in the UK.

4 Cookies & Tracking Technologies

Our website uses a number of cookies to gain access to, and store data on, our visitors' computers. For more information about cookies and what they are used for, please see www.aboutcookies.org.

For more detailed information about how the extremely common Google Analytics framework that we use works, please see

<https://support.google.com/analytics/answer/6004245> or other publicly available sources of information.

Signed, on behalf of ASME Engineering Ltd,



Michael Gibbons
Managing Director
30 November 2022

