

Privacy Notice – COINS Suppliers & Vendors

PRIVACY NOTICE – TO COINS SUPPLIERS & VENDORS

Construction Industry Solutions Ltd (COINS) takes the privacy of your data very seriously. This privacy policy sets out how COINS uses and protects any personal information that you provide to us. The information may be provided by you when you complete a form for us to set up a vendor account with us or when you provide us with contact and payment details.

Why do we hold your data?

As a supplier of goods or services to COINS, we must of course hold and maintain some personal information about you and or your employees. This information is necessary for the day to day performance of orders and contracts, such as the processing of bank account details which we require to pay you, individual contact details to send purchase orders, letters and emails etc.

What sort of data do we hold?

Typically it will be contact name and address within your company, role, email address and telephone contact numbers as well as bank account details for making payments to.

Construction Industry Solutions uses closed circuit television (CCTV) images to provide a safe and secure environment for employees and for visitors to the company's premises and to protect company property.

The company's CCTV facility records images only. There is no audio recording. Images that are stored on media are erased or destroyed once the purpose of the recording is no longer relevant. In normal circumstances, this will be a period of 31 days. Where a law enforcement agency is investigating a crime, images may need to be retained for a longer period.

Access to, and disclosure of, images recorded on CCTV is restricted. This ensures that the rights of individuals are retained. Images can only be disclosed in accordance with the purposes for which they were originally collected. COINS' CCTV policy is available upon request

How long do we hold your data?

When COINS really no longer need to keep certain data it destroys paper documents securely by shredding and deletes the electronic record in the COINS Accounting system. Data is retained as a minimum for at least 6 years in relation to your obligations with us.

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If at any point you believe the information we process on your behalf is incorrect you can request to see this information and have it corrected or even deleted. If you wish to raise a complaint on how we have handled any personal data, you can contact David Steward, Infrastructure & Information Security Manager via the email address gdpr@coins-global.com who will investigate the matter.

Who can access my data?

Access to all of your information is strictly controlled and limited to ensure that only authorised COINS employees or its approved 3rd party partners have access. As a global company, authorised users may be both inside and outside of the European Economic Area. For those accessing outside of the EEA, COINS has a EU-approved Model Contract Agreement.

Changes and access to your personal data

Under the GDPR you have the right to access and seek correction of personal information. We will ask for proof of ID before allowing access. We will then ensure that the information we hold is corrected and updated. If at any point you believe that the information we process on you is incorrect, you can request to see this information and even have it corrected or deleted.

Please do this by contacting COINS via the email address gdpr@coins-global.com

If you wish to raise a complaint on how we have handled any personal data, you can contact David Steward, Infrastructure & Information Security Manager via the email address gdpr@coins-global.com who will investigate the matter.

Information about your right to complain can be found on www.ico.org.uk. You can complain by contacting The Information Commissioner's Office by telephone (03031231113) or <https://ico.org.uk/concerns/>