



TNG Consulting Engineers Limited is a professional Chartered Building Services Consultancy that provides design engineering services to public and private sector Clients via framework agreements, or on project specific contracts. Our business is defined as a 'small business' (less than 250 employees) and its data collection and processing is 'low risk'; therefore, it has limited obligations under GDPR.

1.0 SCOPE

- 1.1 This Policy Notice includes all data subjects, whose personal data is collected by TNG Consulting Engineers Limited in relation to its work, and that is processed in line with the requirements of the General Data Protection Regulations (GDPR). This includes our Customers, Clients and Suppliers.

2.0 RESPONSIBILITIES

- 2.1 The GDPR Manager is responsible for ensuring that this notice is made available to data subjects prior to TNG Consulting Engineers Limited collecting and processing their personal data.
- 2.2 All Employees of TNG Consulting Engineers Limited who interact with data subjects, are responsible for ensuring that this notice is drawn to the data subject's attention and their consent to the processing of their data is secured.

3.0 PRIVACY NOTICE

3.1 Our GDPR Manager and Data Protection Representatives can be contacted directly as follows:

- Email: headoffice@tngce.co.uk
- Tel: +44 (0)23 8022 5900
- Postal: 31 Carlton Crescent, Southampton, SO15 2EW

3.2 The Personal Data we would like to collect, and process is:

Data type: Data Subject Information

Comprising: Contact information including: name, title, company, role, company address, company telephone number(s), company email address, geographic location, marketing preferences;

Source: Directly from the Data Subject while supplying / commissioning services.

3.3 The personal data we collect will be used for the following purposes:

- ✓ To provide you with information that you have requested, or, that we think may be relevant to a subject in which you have demonstrated an interest in - *Legal Basis; Legitimate Interest.*
- ✓ To initiate and complete commercial transactions with you, or the entity that you represent, for the purchase of products and/or services – *Legal Basis; Contractual Obligations.*
- ✓ To fulfil a contract that we have entered into with you, or with the entity that you represent. In these circumstances, it may be your entity, rather than yourself, that has provided us with your personal data - *Legal Basis; Contractual Obligations.*
- ✓ To manage any communication between you and us - *Legal Basis; Contractual Obligations and Legitimate Interest.*

3.4 Any legitimate interests pursued by us, or third parties we use, are as follows:

- ✓ Maintain an up-to-date contact and address book of Customers so that we can:
 - provide them with information relevant to the services we provide;
 - offer educational opportunities relating to the Construction Industry and Technical updates.

3.5 We do not collect any data that would be considered as 'special categories' of personal data.

3.6 We do not use any third parties to process Client data.

4.0 CONSENT

- 4.1 By making an enquiry, or, by employing TNG Consulting Engineers Limited to provide services, or, by accepting to provide supplier services to TNG, you shall be consenting to this privacy notice and you are giving us permission to process your personal data specifically for the purposes identified.
- 4.2 Consent is required for TNG Consulting Engineers Ltd to process both types of personal and special data, but it must be explicitly given.
- 4.3 You may withdraw consent at any time by writing to us at headoffice@tngce.co.uk marked For the 'Attention of' the GDPR Manager,

5.0 YOUR RIGHTS

- 5.1 At any point while we are in possession of, or are processing your personal data, you, as the data subject, have the following rights:
- ✓ **Right of access** – you have the right to request a copy of the information that we hold about you.
 - ✓ **Right of rectification** – you have a right to correct data that we hold about you that is inaccurate or incomplete.
 - ✓ **Right to be forgotten** – in certain circumstances, you can ask for the data we hold about you to be erased from our records.
 - ✓ **Right to restriction of processing** – where certain conditions apply, to have a right to restrict the processing.
 - ✓ **Right of portability** – you have the right to have the data we hold about you transferred to another organisation.
 - ✓ **Right to object** – you have the right to object to certain types of processing such as direct marketing.
 - ✓ **Right to object to automated processing, including profiling** – you also have the right to be subject to the legal effects of automated processing or profiling.
 - ✓ **Right to judicial review** - in the event TNG Consulting Engineers refuses your request under rights of access, we will provide you with a reason as to why. You have the right to complain as outlined in clause 8.0 below.
 - ✓ All the above requests will be forwarded on, should there be a third party involved (as stated in 5.1 above) in the processing of personal data.

PRIVACY NOTICE

CUSTOMERS, CLIENTS AND SUPPLIERS



6.0 DISCLOSURE

- 6.1 TNG Consulting Engineers will not pass your personal data on to any third parties outside of the relationships being formed as part of the contract service agreement and that have been notified in advance.

7.0 RETENTION PERIOD

- 7.1 TNG Consulting Engineers will process personal data for the duration of the contract for services agreements and will store the personal data for **six years** after the end of the contract.

8.0 COMPLAINTS

- 8.1 In the event that you wish to make a complaint about how your personal data is being processed by TNG Consulting Engineers, or how your complaint has been handled, you have the right to lodge a complaint directly with TNG Consulting Engineer's GDPR Manager.

8.2 GDPR Manager:

Mrs Lisa Pitman, Director

Postal: TNG Consulting Engineers, 31 Carlton Crescent, Southampton, SO15 2EW

Email: headoffice@tngce.co.uk

Telephone: +44 (0)23 8022 5900

9.0 DOCUMENT OWNER AND APPROVAL

- 9.1 The GDPR Manager is the owner of this document and is responsible for ensuring that this record is reviewed in line with the review requirements of GDPR.
- 9.2 A current version of this document is available to all members of staff on the company IT network, and to Customers, Clients and Suppliers is via our website.

Signed:

Name:

Date:

A handwritten signature in black ink, appearing to read 'Pitman', written over a horizontal line.

Lisa Pitman, Director

27-01-2023

10.0 CHANGE HISTORY RECORD

Issue	Description of Change	Approval	Date of Issue
1	Initial issue	Lisa Pitman	1 st May 2018
2	Document review	Lisa Pitman	1 st April 2020
3	Document review	Lisa Pitman	27 th January 2023