



LHD Ventilation Ltd Privacy Policy

At LHD Ventilation, we take your privacy seriously will safeguard the personal data that you share with us. This policy explains how we hold and use your data.

How and why do we collect your personal data?

Data is provided directly by you to us, normally by phone or email. We do not collect data via our website. We collect and use your data for contract purposes, i.e. to provide you with work.

What do we collect?

Initially we ask for your name, general location, phone number, email, CSCS card type, relevant trade qualifications, skill grade and desired rate of pay.

This is so that we can match you to any work opportunities, relevant to your skills and where you live, and contact you with this information.

If we offer you a contract, we will also take your :

Address – so that we can contact you by post.

Date of birth – to check your qualifications with CSCS, CITB or SKILLcard.

National Insurance and UTR numbers – to identify and verify you with HMRC.

CSCS card details – as proof of your competency and skill level.

Other trade qualifications – so that we have a record if a job requires something specific such as IPAF, PASMA or Asbestos Awareness etc.

Next of kin name and phone number – for use in an emergency when on site.

Nationality – to check your eligibility to work in the UK

Bank details – so we can pay you.

Ongoing we will keep copies of your invoices and details of dates, hours and locations worked, payments made and CIS tax deducted – this is necessary for the administration of our day to day business and our legal responsibilities.

Who do we share it with?

We will not use your data for marketing purposes and we will never sell or share your personal data with anyone else for marketing or consumer purposes.

We do not share data with anyone outside of the UK.

We will share some of your data where it is necessary for the administration of the business, for example :

- with HMRC to verify you for CIS and to file monthly CIS returns.
- with our bankers, Barclays, so that we can pay you.
- with bodies such as CITB, CSCS and Skillcard to check cards and process upgrades and renewals.
- with clients and contractors for their onsite needs such as CSCS card details, qualifications and emergency contacts.

How long do we keep it for?

By law we must keep business accounts for at least seven years and we do not currently have a fixed maximum time limit for holding personal data.

Is it secure?

Yes. Paper files are kept in a private office where only authorised personnel can access them.

Information kept on computer is protected by security software. All relevant hardware, software and cloud storage is password protected with restricted access.

Additional USB back ups are kept securely as per paper files.

Children under 16

As a business, we do not engage with children and therefore will not collect, store or process any data on persons aged 16 or under.

Your rights

Under the new GDPR you as an individual have the right :

- to be informed about the personal data we hold
- to access, rectify or erase your personal data
- to object to and/or restrict the processing of your personal data

However, please note that we cannot erase data that is required to fulfil our legal or taxation obligations.

You can exercise your rights, within reason, at any time and without charge by contacting :

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74 Malmesbury Road
Southampton, SO15 5FQ
Telephone : 02380 772278
Email : Kerry@lhdiventilation.co.uk