

Privacy Statement:

This privacy policy sets out how FLI Structures uses and protects any information that you give FLI Structures, when you use FLI Structures website, become a customer or communicate personal information in other circumstances and complies with UK GDPR regulations. Should you provide FLI Structures with personal data it will only be used in accordance with this privacy statement. FLI Structures may change this policy from time to time by updating this page. You should check this page occasionally to ensure that you are happy with any changes.

This policy is effective from the 25th of May 2018 and aims to comply with data subjects rights under the General Data Protection Regulation. Enquiries regarding the contents of this policy can be sent to:

QSHE Manager, Mark Fountain-Barber

FLI Structures, Waterwells Drive, Waterwells Business Park, Gloucester, GL2 2AA.

MarkFB@FLI.co.uk

What is collected

FLI Structures may collect the following information:

- Name and job title.
- Contact information including email address.
- Place of work and other demographic information for example geographic area covered.
- Notes on an individual's relationships with particular contracts and tenders.
- When an individual's personal data was acquired.
- If an individual's information was obtained from a third party and who that third party was.
- The circumstances relating to the acquisition of the information, including whether it came from publicly accessible sources.

Lawful basis for holding information

FLI Structures will process personal information under one of the following lawful bases:

- **Consent:** the individual has given clear consent for FLI Structures to process their personal data for a specific purpose.
- **Contract:** the processing is necessary for a contract FLI Structures have with an individual, or because they have asked FLI Structures to take specific steps before entering into a contract.
- **Legal obligation:** the personal data processing is necessary for FLI Structures to comply with the law (not including contractual obligations).
- **Legitimate interests:** the processing is necessary for FLI Structures legitimate interests or the legitimate interests of a third party unless there is a good reason to protect the individual's personal data which overrides those legitimate interests.

What FLI Structures do with the information gathered.

FLI Structures require personal information for the following reasons:

- Delivering the goods or services that you as a customer have contracted FLI Structures to provide.
- Internal record keeping covering contract legacy liability.
- Obligations for retaining data under company law.
- FLI Structures may use the information to improve FLI Structures products and services.
- Carrying out marketing and sales processes.

FLI Structures would like to send you information about FLI Structures products and services which may be of interest to you. If you have consented to receive marketing, you may opt out at a later date. You have a right at any time to stop FLI Structures from contacting you for marketing purposes.

Redundant personal data

Personal data that no longer falls under a lawful basis to be retained is destroyed within processes complying with FLI Structures Data Destruction Policy which can be viewed [here](#).

Security

FLI Structures are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, FLI Structures have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information FLI Structures collect online.

Other websites and platforms

The website and FLI Structures content on social media platforms may contain links to other websites. This privacy policy only applies to this website so when you link to other websites or platforms you should read their own privacy policies.

Controlling your personal information – GDPR

FLI Structures will not sell, distribute or lease personal information to third parties unless FLI Structures have your permission or are required by law to do so.

Personal information may be disclosed to FLI Structures third-party service providers who provide services such as payment processing, email delivery services and auditing.

FLI Structures will not apply any automated decision making or profiling processes to personal data for marketing purposes.

Software packages and storage of paper copies

Personal information is stored in:

1. Outlook
2. Sage (for invoicing)

3. Tracker (contract project management)

4. Excel

FLI Structures do not hold any bank detail or payment card information. If bank detail or payment information is provided by a client, it will be deleted within 24 hours.

Paper documents are stored in a dedicated, secure facility.

Data Retention

Personal data relating to customers, prospects, network or suppliers may be retained for the following reasons:

For as long as FLI Structures has legacy liabilities for products sold to the individual or to a company who still employs that individual.

For as long as an individual remains in the employ of a company that is a customer, prospect or supplier of FLI Structures or is themselves a customer, prospect or supplier.

Data retention is reviewed regularly and redundant personal data is deleted.

FLI Structures FLI Structures, Waterwells Drive, Waterwells Business Park, Gloucester, GL2 2AA.

Cookies

Google Analytics Cookies

FLI Structures use cookies on the site for Google Analytics. Google Analytics is a web analytics tool that helps website owners understand how visitors engage with their website. Google Analytics customers can view a variety of reports about how visitors interact with their website so that they can improve it. Like many services, Google Analytics uses first-party cookies to track visitor interactions as in FLI Structures case, where they are used to collect information about how visitors use the site. FLI Structures then use the information to compile reports and to help FLI Structures improve the site. Google Analytics collects information anonymously. It reports website trends without identifying individual visitors.

Refusing or Deleting Cookies

You may refuse or delete cookies by activating the setting on your browser which allows you to refuse or delete the setting of cookies. However, if you select this setting, you may be unable to access certain parts of FLI Structures site.

You may opt out of Google Analytics without affecting how you visit FLI Structures site - for more information on opting out of being tracked by Google Analytics across all websites you use, visit this [Google page](#).