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GDPR Privacy Policy and Statement – Updated July 2026

For our General Business Use & Website

INTRODUCTION

Keith Collier Engineering Ltd (“the Company”) is committed to protecting the privacy and security of the personal information entrusted to us. This Privacy Policy explains how we collect, use, store and protect your personal information in accordance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 and other applicable data protection legislation. This policy is applied to customers, suppliers, contractors, employees, job applicants, website visitors and anyone who interacts with our business.

INFORMATION WE COLLECT

Depending upon your relationship with us, we may collect personal information including:

- Name and Company Name
- Job Title and Business and Delivery Addresses
- Email address and Telephone numbers
- Purchase Order and Quotation numbers
- Payment and Invoicing information including Bank details (where applicable)
- Technical Drawings, specifications and project information
- Records of correspondence, Marketing preferences, Website usage data
- CCTV images where cameras operate at our premises
- Employment and recruitment information where applicable

We only collect information that is necessary for legitimate business purposes.

HOW WE USE YOUR INFORMATION

We use personal information to:

- Respond to enquiries
- Prepare quotations
- Manufacture and supply fabricated steel products, Deliver goods and services
- Process payments and maintain financial records
- Provide customer support, meet health and safety obligations and comply with legal and regulatory requirements
- Improve our products and services
- Maintain the security of our premises
- Recruit and employ staff

Where appropriate, we may also send information relating to our services where there is a legitimate business interest or when consent has been given.

LAWFUL BASIS FOR PROCESSING

We process personal data under one or more of the following lawful bases:

- Performance of a contract
- Compliance with legal obligations
- Legitimate business interests
- Consent (where required)

SHARING PERSONAL INFORMATION

We may share personal information with trusted third parties where necessary to operate our business, including:

- Delivery and logistics providers, Material supplies
- Professional advisors, Accountants and Auditors

- IT support providers and Cloud software providers
- Payment processors and Insurance providers
- Regulatory authorities and Law enforcement agencies where legally required.

We will never sell your personal information to third parties.

INTERNATIONAL TRANSFERS

Where personal information is processed outside the United Kingdom, we will ensure appropriate safeguards are in place to protect your data in accordance with UK GDPR.

DATA SECURITY

Keith Collier Engineering Ltd takes appropriate technical and organisational measures to safeguard personal information against:

- Unauthorised access and Accidental loss
- Misuse and Alteration
- Unlawful disclosure
- Destruction

Access to personal information is restricted to authorised personnel who require it for legitimate business purposes.

DATA RETENTION

We retain personal information only for as long as necessary to fulfil the purposes for which it was collected and to meet our legal obligations. Typical retention periods include:

- Financial and accounting records – minimum six years
- Customer and supplier records – while the business relationship continues and for an appropriate period afterwards
- Recruitment records – normally up to twelve months
- CCTV recordings – retained only for as long as necessary unless required for an investigation. Outside cameras are controlled by the Landlord.

When information is no longer required, it is securely deleted or destroyed.

YOUR RIGHTS

Under UK GDPR you have the right to:

- Request access to your personal information
- Request correction of inaccurate information, and request correction of inaccurate information
- Request erasure where appropriate and Request restriction of processing
- Object to processing based on legitimate interests and Request transfer of your personal data where applicable
- Withdraw consent where processing is based upon consent
- Lodge a complaint with the information Commissioner's Office (ICO)

We will respond to requests within the time limits required by law.

COOKIES

Our website may use cookies to improve user experience, analyse website traffic and enhance website functionality. You may manage cookie preferences through your browser settings.

THIRD – PARTY WEBSITES

Our website may contain links to external websites. Keith Collier Engineering Ltd is not responsible for the privacy or content of those websites.

CHANGES TO THIS PRIVACY POICY

We reserve the right to update this Privacy Policy from time to time to reflect changes in legislation or our business practices. The latest version will always be available on our website.

CONTACT US

If you have any questions regarding this Privacy Policy or wish to exercise your data protection rights, please contact: Keith Collier Engineering Ltd via Email: mail@keithcollierengineering.co.uk Telephone: 01954 231760 or In writing via our Registered address noted above. If you remain dissatisfied, you have the right to lodge a complaint with the Information Commissioner's Office (ICO).