

Privacy Notice

How Lawday Construction Limited uses your personal data

Data controller	Lawday Construction Limited
Address	Tiverton, Mid Devon
Contact	hello@lawdayconstruction.co.uk • 01884 824089
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Who we are

Lawday Construction Limited is a building and construction contractor based in Tiverton, Mid Devon, operating across Devon and Somerset. This notice explains how we collect and use personal data about our clients, employees, subcontractors, job applicants and website visitors, in accordance with UK GDPR and the Data Protection Act 2018.

What personal data we collect

Depending on your relationship with us, we may collect:

- Contact details — name, address, email, phone number.
- Project details — property address, details of the work requested or carried out.
- Employment details — for employees and job applicants, including right-to-work, payroll, pension and HR records.
- Subcontractor details — including UTR, insurance and CIS-related information.
- Financial details — bank details for payroll or supplier payment purposes, and credit information where relevant to a business relationship.
- Website enquiry details — information you provide when contacting us via our website or by email.

How we use your data, and our lawful basis

We use personal data to provide quotations and carry out contracted work, to manage employment and subcontractor relationships, to comply with legal obligations (including HMRC, CIS and pension auto-enrolment requirements), and to respond to enquiries. Our lawful basis for processing depends on the purpose, and is generally one of: performance of a contract, compliance with a legal obligation, or our legitimate interests in running the business, and in some cases your consent.

Who we share your data with

We share personal data only where necessary, with HMRC and The People's Pension for payroll, tax and pension purposes, with QuickBooks Online as our accounting and payroll software provider, with Tide as our banking provider, and with Capitalise and Creditsafe for credit monitoring where relevant. We do not sell personal data to third parties.

How long we keep your data

We retain personal data only for as long as necessary for the purpose it was collected, and in line with legal requirements — for example, employment and CIS records are generally retained for 6 years in line with HMRC requirements. Further detail is available on request.

Your rights

Under UK GDPR, you have the right to access the personal data we hold about you, request that it be corrected or deleted (subject to our legal retention obligations), object to certain processing, and request data portability. To exercise any of these rights, please contact us using the details above.

If you are not satisfied with how we have handled your data, you have the right to complain to the Information Commissioner's Office (ICO) at ico.org.uk.

Changes to this notice

We may update this notice from time to time. The current version will always be available from Lawday Construction Limited on request.