

Privacy Notice for Employees, Workers & Contractors

What is the purpose of this document?

The Company is committed to protecting the privacy and security of your personal information.

This privacy notice describes how we collect and use personal information about you during and after your working relationship with us, in accordance with the General Data Protection Regulation (GDPR). It applies to all employees, workers and contractors.

The Company is a "data controller". This means that we are responsible for deciding how we hold and use personal information about you. We are required under data protection legislation to notify you of the information contained in this privacy notice.

This notice applies to current and former employees, workers and contractors. This notice does not form part of any contract of employment or other contract to provide services. We may update this notice at any time.

Data protection principles

We will comply with data protection law. This says that the personal information we hold about you must be:

1. Used lawfully, fairly and in a transparent way.
2. Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
3. Relevant to the purposes we have told you about and limited only to those purposes.
4. Accurate and kept up to date.
5. Kept only if necessary, for the purposes we have told you about.
6. Kept securely.

The kind of information we hold about you

Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data).

There are "special categories" of more sensitive personal data which require a higher level of protection.

We will collect, store, and use the following categories of personal information about you:

- [Personal contact details such as name, title, addresses, telephone numbers, and personal email addresses.]
- [Date of birth]
- [Gender]
- [Marital status and dependants]
- [Next of kin and emergency contact information]
- [National Insurance number]
- [Bank account details, payroll records and tax status information]
- [Salary, annual leave, pension and benefits information]
- [Start date]
- [Location of employment or workplace]
- [Copy of driving licence]
- [Recruitment information (including copies of right to work documentation, references and other information included in a CV or cover letter or as part of the application process)]
- [Employment records (including job titles, work history, working hours, training records and professional memberships)]
- [Compensation history]
- [Performance information]
- [Disciplinary and grievance information]
- [CCTV footage and other information obtained through electronic means such as swipe card records]
- [Information about your use of our information and communications systems]
- [Photographs]

We may also collect, store and use the following "special categories" of more sensitive personal information:

- [Information about your race or ethnicity, religious beliefs, sexual orientation and political opinions]
- [Trade union membership]
- [Information about your health, including any medical condition, health and sickness records]
- [Genetic information and biometric data]
- [Information about criminal convictions and offences]

How is your personal information collected?

We collect personal information about employees, workers and contactors through the application and recruitment process, either directly from candidates or sometimes from an employment agency or background check provider. We may sometimes collect additional

information from third parties including former employers, credit reference agencies or other background check agencies.

We will collect additional personal information in the course of job-related activities throughout the period of you working for us.

How we will use information about you

We will only use your personal information when the law allows us to. Most commonly, we will use your personal information in the following circumstances:

1. Where we need to perform the contract, we have entered with you.
2. Where we need to comply with a legal obligation.
3. Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests.

We may also use your personal information in the following situations, which are likely to be rare:

1. Where we need to protect your interests (or someone else's interests).
2. Where it is needed in the public interest.

Situations in which we will use your personal information

We need all the categories of information in the list above primarily to allow us to perform our contract with you ("**Contract**") and to enable us to comply with legal obligations ("**Legal**"). In some cases, we may use your personal information to pursue legitimate interests of our own or those of third parties ("**Legitimate interests**"), provided your interests and fundamental rights do not override those interests. The situations in which we will process your personal information are listed below.

- Making a decision about your recruitment or appointment (Contract).
- Determining the terms on which you work for us (Contract).
- Checking you are legally entitled to work in the UK (Legal).
- Paying you and, if you are an employee, deducting tax and National Insurance contributions (Legal and Contract).
- Liaising with your pension provider (Legal and Contract).
- Administering the contract, we have entered with you (Contract).
- Business management and planning, including accounting and auditing (Legitimate interests).
- Conducting appraisals, performance reviews, managing performance and determining performance requirements (Contract).
- Making decisions about salary reviews and compensation (Contract).

- Assessing qualifications for a particular job or task, including decisions about promotions (Contract and Legitimate interests).
- Gathering evidence for possible grievance or disciplinary hearings (Contract).
- Making decisions about your continued employment or engagement (Contract, Legal and Legitimate interests).
- Making arrangements for the termination of our working relationship (Contract, Legal and Legitimate interests).
- Education, training and development requirements (Contract and Legitimate interests).
- Dealing with legal disputes involving you, or other employees, workers and contractors, including accidents at work (Contract and Legal)
- Ascertaining your fitness to work (Contract and Legal).
- Managing sickness absence (Contract and Legal).
- Complying with health and safety obligations (Legal).
- To prevent fraud (Legal).
- To monitor your use of our information and communication systems to ensure compliance with our IT policies (Contract, legal and Legitimate interests).
- To ensure network and information security, including preventing unauthorised access to our computer and electronic communications systems and preventing malicious software distribution (Contract, legal and Legitimate interests).
- To conduct data analytics studies to review and better understand employee retention and attrition rates (Legitimate interests).
- Equal opportunities monitoring and dealing with our regulators and quality assurance (Legal and Legitimate interests).
- Some of the above grounds for processing will overlap and there may be several grounds which justify our use of your personal information.

If you fail to provide personal information

If you fail to provide certain information when requested, we may not be able to perform the contract we have entered into with you (such as paying you or providing a benefit), or we may be prevented from complying with our legal obligations (such as to ensure the health and safety of our workers).

Change of purpose

We will only use your personal information for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose.

Please note that we may process your personal information without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

How we use particularly sensitive personal information

"Special categories" of particularly sensitive personal information require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal information. We may process special categories of personal information in the following circumstances:

1. In limited circumstances, with your explicit written consent;
2. Where we need to carry out our legal obligations;
3. Where it is needed in the public interest, such as for equal opportunities monitoring;
4. Where it is needed to assess your working capacity on health grounds, subject to appropriate confidentiality safeguards.

Less commonly, we may process this type of information where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the information public.

Our obligations as an employer

We will use your particularly sensitive personal information in the following ways:

- We will use information relating to leaves of absence, which may include sickness absence or family related leaves, to comply with employment and other laws.
- We will use information about your physical or mental health, or disability status, to ensure your health and safety in the workplace and to assess your fitness to work, to provide appropriate workplace adjustments, to monitor and manage sickness absence and to administer benefits.
- We will use information about your race or national or ethnic origin, religious, philosophical or moral beliefs, or your sexual life or sexual orientation, to ensure meaningful equal opportunity monitoring and reporting.

Do we need your consent?

We do not need your consent if we use special categories of your personal information in accordance with our written policy to carry out our legal obligations or exercise specific rights in the field of employment law. In limited circumstances, we may approach you for your written consent to allow us to process certain particularly sensitive data. If we do so, we will provide you with full details of the information that we would like and the reason we need it, so that you can carefully consider whether you wish to consent.

Information about criminal convictions

We may only use information relating to criminal convictions where the law allows us to do so. This will usually be where such processing is necessary to carry out our obligations.

Less commonly, we may use information relating to criminal convictions where it is necessary in relation to legal claims, where it is necessary to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the information public.

We will only collect information about criminal convictions if it is appropriate given the nature of the role and where we are legally able to do so.

Data sharing

We may have to share your data with third parties, including third-party service providers and other entities in the group. We require third parties to respect the security of your data and to treat it in accordance with the law.

We may transfer your personal information outside the EU. If we do, you can expect a similar degree of protection in respect of your personal information.

Why might you share my personal information with third parties?

We will share your personal information with third parties where required by law, where it is necessary to administer the working relationship with you or where we have another legitimate interest in doing so.

Which third-party service providers process my personal information?

"Third parties" includes third-party service providers (including contractors and designated agents) and other entities within our group. [The following activities are carried out by third-party service providers: [payroll, pension administration, benefits provision and administration, IT services].

How secure is my information with third-party service providers and other entities in our group?

All our third-party service providers and other entities in the group are required to take appropriate security measures to protect your personal information in line with our policies. We do not allow our third-party service providers to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes and in accordance with our instructions.

What about other third parties?

We may share your personal information with other third parties, for example in the context of the possible sale or restructuring of the business. We may also need to share your personal information with a regulator or to otherwise comply with the law.

Data security

We have put in place measures to protect the security of your information. Third parties will only process your personal information on our instructions and where they have agreed to treat the information confidentially and to keep it secure.

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need to know. They will only process your personal information on our instructions, and they are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

Data retention

How long will you use my information for?

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements. To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

In some circumstances we may anonymise your personal information so that it can no longer be associated with you, in which case we may use such information without further notice to you. Once you are no longer an employee, worker or contractor of the company we will retain and securely destroy your personal information in accordance with applicable laws and regulations.

Rights of access, correction, erasure, and restriction

Your duty to inform us of changes

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your working relationship with us.

Your rights in connection with personal information

Under certain circumstances, by law you have the right to:

- Request access to your personal information (commonly known as a "data subject access request"). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
- Request correction of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- Request erasure of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- Object to processing of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right
- to object where we are processing your personal information for direct marketing purposes.
- Request the restriction of processing of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- Request the transfer of your personal information to another party.

If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact Emma Schofield in writing.

No fee usually required

You will not have to pay a fee to access your personal information (or to exercise any of the other rights). However, we may charge a reasonable fee if your request for access is clearly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.

What we may need from you

We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

Right to withdraw consent

In the limited circumstances where you may have provided your consent to the collection, processing and transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please contact Emma Schofield. Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

Data protection officer

We have appointed a data protection officer (DPO) to oversee compliance with this privacy notice. If you have any questions about this privacy notice or how we handle your personal information, please contact the (DPO). You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues.

Changes to this privacy notice

We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.

External Policy

Evora Construction Privacy Notice

This is the Privacy Notice for Evora Construction issued in accordance with the General Data Protection Regulation (GDPR)

1. Introduction

This Privacy Notice is to let you know how we handle your personal data. This includes what you tell us about yourself and your choices about what marketing you want to receive from us. This Privacy Notice explains our approach, your privacy rights and how the law protects you.

Your personal data is any information relating to you from which you can be identified.

This notice sets out:

How we will process any personal data that we collect from you and what it will be used for; the information that you are entitled to receive from us when we collect your personal data; and your rights under the General Data Protection Regulation (GDPR) in connection with the way we handle your personal data.

Where you provide personal data about another person, this Privacy Notice will also apply to that data so please share it with that person. This Privacy Notice applies to any personal data which you may provide to us in person, over the telephone, by email, on our website and/or by post. This Privacy Notice also applies to any personal data which we may collect from third parties about you and/or which we may collect when you access our website and/or in the course of our relationship.

You can choose not to give personal data. We may need to collect personal data by law, or under the terms of a contract and/or relationship that we have with you. If you choose not to give us this personal data, it may delay or prevent us from meeting our obligations. It may also mean that we cannot perform services, so we cancel a product or service you have with us.

Wherever we refer to “processing” of personal data in this Privacy Notice this includes any combination of the following activities: collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.

This Privacy Notice only applies to personal data collected by or on behalf of Evora Construction via the company’s website or by any other means. The company’s website may from time to time contain links to and from other websites (partner networks, advertisers and affiliates). If you follow a link to any external website or alternatively reach our website from a third-party website, please be aware that these websites will have their own privacy policies, separate from ours, and we therefore do not accept any responsibility or liability for these policies. Please check their policies before you submit any personal data to these websites.

2. Our commitment

We commit to:

keeping your personal data safe and only processing it on a valid legal basis;
keeping our records up-to-date and deleting or correcting inaccurate personal data;
deleting your personal data after it is no longer needed for the purpose you collected it for;
not selling your personal data; and giving you ways to manage and review your marketing choices at any time.

3. Who we are

Evora Construction is a Limited Company we are responsible for your personal data and employ a Data Controller.

You can contact our Data Protection Officer (DPO) at:

The Data Protection Officer,

1 Chessingham Court
George Caley Drive
Clifton Moor
York
YO30 4WQ

or by email to emma@evoraconstruction.com

4. Legal basis for processing your personal data

We need to have a proper reason under the GDPR whenever we process your personal data ourselves or share it with others outside Evora Construction. These reasons are:

- to fulfil a contract, we have with you or to take steps at your request prior to entering into a contract with you
- when it is our legal duty
- when it is in our legitimate interest or the legitimate interest of a third party except where such interests are overridden by your interests or your fundamental rights or freedoms; or when you consent to it.

A legitimate interest is when we have a business or commercial reason to process your personal data, but this must not unfairly go against your rights. If we rely on our legitimate interest, we will tell you what that is.

In the section below this one is a list of all the ways that we may process your personal data, and which of the reasons we rely on to do so. This is also where we tell you what our legitimate interests are.

Unless we have your explicit consent to do so, we will not process special categories of personal data revealing any of the following information about you: racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, data concerning health, sex life or sexual orientation.

5. Information we collect and how we collect it

We may collect personal data from you in the following ways:

- when you make an enquiry, register for a website, sign-up for alerts on our website; or sign-up for another service such as webcasts on our website;
- when you contact us in person, over the telephone, by email, by post or social media;
- when you apply for our products and services;
- in customer surveys;
- when you use our services; or
- payment and transaction data.

We may collect your personal data from third parties we work with including:

- companies that introduce you to us
- suppliers of materials and equipment
- trade contractors
- social networks
- payroll service providers
- analytics providers
- public information sources such as Companies House
- agents working on our behalf
- market researchers
- government and law enforcement agencies.

Our website uses 'cookies' - a small file of letters and numbers that are stored on your computer by the websites you visit. We use cookies to improve your user experience by enabling the website to 'remember' you, either for the duration of your visit (using a 'session cookie') or for repeat visits (using a 'persistent cookie'), this enables us to show content relevant to you on your next visit. We also use cookies to track usage, analyse trends and gather information on how customers use our website which allows us to improve our website. Cookies are not linked to other personally identifiable information.

The type of information we may ask you to provide about yourself and therefore collect includes, but is not limited to:

- contact details such as your name, address, contact telephone number (mobile and landline) and email address;
- the nature of your enquiry;
- contractual details about the products or services we provide to you;

- locational data we get about where you are, such as data that may come from your mobile phone or the address where you connect a computer to the internet;
- behavioural details about how you use our products and services;
- technical details on the devices and technology you use;
- communications: what we learn about you from letters, emails and conversations between us;
- social relationships: your family, friends and other relationships;
- open data and public records details about you that are in public records, such as the electoral register, and information about you that is openly available on the internet;

Usage data

Other data about how you use our products and services; and documentary data details about you that are stored in documents in different formats, or copies of them. This could include things like your passport, drivers' licence or birth certificate.

Please note that we may require this information to be able to respond to your enquiry or to provide our services or marketing information to you. You can however at any time tell us to change or remove any personal data or to stop or restrict the processing of your personal data.

6. How we use your personal data

We may use the personal data collected/provided by you to:

- ensure that content from our website is displayed in the most effective way for you and for your computer/device
- respond to your enquiry; send you information about similar products and services notify you about changes to our service;
- carry out analysis to make improvements to our website and/or services
- measure or understand the effectiveness of advertising we deliver to you and others monitor customer service including processing customer satisfaction surveys
- keep our records up to date
- develop and manage products and services, and what we charge for them;
- define types of customers for new products or services
- test new products
- develop and carry out marketing activities
- study how our customers use our products and services
- develop and manage our brands
- manage how we work with other companies that provide services to us and our customers
- make and manage customer payments
- collect and recover money that is owed to us

- comply with laws and regulations that apply to us
- detect, investigate, report, and seek to prevent financial crime and fraud
- manage risk for us and our customers
- respond to complaints and seek to resolve them; and to run our business in an efficient and proper way. This includes managing our financial position, business capability, planning, communications, corporate governance, and audit.

Our legal basis under the GDPR for each of these purposes are as follows:

LEGAL GROUNDS

USE STATED ABOVE

To comply with our legal duty:

8,18,19

It is in our legitimate interest or the legitimate interest of a third party except where such interests are overridden by your interests or your fundamental rights or freedoms:

1,2,3,4,5,6,7,8,9,10,11,12,13,14,15,16, 17,18,19,20,21,22

We have your consent to it:

2,12, 18,21

Where we have stated above that our grounds are that we have your consent, we will understand your consent to have been given when you expressly accept these terms. You can withhold or withdraw your consent at any time using the contact details for the DPO or the Company Secretary in this notice.

Where we don't have your express consent, we may base our processing of your personal data on any other basis that applies.

If we intend to use your personal data for any purpose not stated above, we will first notify you of the intended use and the legal grounds.

If you no longer wish for us to communicate with you can contact us by post or email at the address at Section 3 above.

7. Sharing your personal data

We may disclose your personal data to third parties in certain circumstances, but we will not sell, rent or trade your personal data.

Within the purposes set out above we may share your personal data with the following third parties:

With your consent, we will also pass your personal data on to third parties, for example if you ask us to put you in contact with professional advisors

We may disclose your personal data to third parties if we are under a duty to disclose or share your personal data in order to comply with any legal obligation, or in order to enforce or apply our contracts with you, or to protect our rights, property, or our safety and/or the safety of our customers, or others.

We may need to confirm your identity before we provide products or services to you or your business. We may also share your personal information as needed to help detect fraud and money-laundering risks. We may use solicitors and other advisers for these purposes. We may allow law enforcement agencies to access your personal data. This is to support their duty to detect, investigate, prevent and prosecute crime.

We may disclose your personal data to third parties if we sell any part of our business, in which case we may disclose your personal data to the prospective buyer of such business or assets. If any part of our business is acquired by a third party, personal data held by us may be transferred.

8. How we use your information to make automated decisions

We sometimes use systems to make automated decisions based on personal data we have – or can collect from others – about you. This helps us to make sure our decisions are quick, fair, efficient and correct, based on what we know. These automated decisions can affect the products, services or features we may offer you now or in the future, or the price that we charge you for them.

Here are the types of automated decision we make:

Tailoring products and services

We may place you in groups with similar customers. We use these to better understand our customers' needs, and to make decisions based on that understanding. This helps us to design products and services for different customer types, and to manage our relationships with them.

Profiling

We may use personal data to identify recipients for direct marketing by us or by third parties on our behalf. However, we will not sell or rent data.

9. Protecting your information

We will seek to keep your personal data secure by taking appropriate technical and organisational measures against unauthorised or unlawful processing and against accidental loss, destruction or damage.

Only authorised personnel and third parties will have access to your personal data.

If logging on to our website it is your responsibility to protect log in details. You must treat these as confidential and must not share or disclose your log in details to any other party.

We will retain your personal data for no longer than the period needed for the purposes that we collected the data and for as long as we have legal grounds to retain it. There is no fixed period after which all record of your personal data will be deleted as this will depend on the circumstances and the purposes of the processing, but we will take steps and maintain policies to keep retention under proper review. We will not seek your consent before deleting any personal data.

10. Changes to this Privacy Notice

We will periodically update and change this privacy notice within the guidance set out to us. Where appropriate we will inform all relevant parties

11. Your right of access to your Personal Data

You have the right to access your personal data including us providing to you, without charge, a copy (which may be in electronic form) of any of your personal data that we are processing or that third parties are processing on our behalf.

We will also provide to you, if you request it, the following information:

- (a) the purposes of the processing;
- (b) the categories of personal data concerned;
- (c) the recipients or categories of recipient to whom the personal data have been or will be disclosed, including recipients in countries outside the UK or international organisations;

(d) where possible, the envisaged period for which the personal data will be stored, or, if not possible, the criteria used to determine that period;

(e) if the personal data was not collected from you, any information available to us as to the source of it;

(f) whether the personal data has been subject to automated decision-making, including profiling, and, if so, information about the logic involved, as well as the significance and the envisaged consequences of such processing for you.

Requests for this information or a copy of your personal data should be in writing, enclosing proof of identification such as a copy of your passport, driving licence or other documentation confirming your name and address (for example a utility bill) to be addressed to:

The Data Protection Officer
1 Chessingham Court
George Caley Drive
Clifton Moor
York
YO30 4WQ

or by email to emma@evoraconstruction.com

12. Your right to removal or correction of personal data and to restriction of processing

You have the following rights under GDPR:

A right to request that we correct inaccurate or incomplete data ("Right to rectification")

A right to request that we delete any of your personal data. In certain circumstances we may wish to retain data and if GDPR allows us to do so we will inform you of our grounds ("Right to erasure" or "Right to be forgotten"); and

A right to request that we stop or restrict any aspect of the processing of your personal data. In certain circumstances we may wish to continue and if GDPR allows us to do so we will inform you of our grounds ("Right to restriction of processing").

In each case we will tell you what action we are taking, and we will also notify any third party to whom the data has been disclosed. Your request should be made to the address above

13. Your rights concerning automated processing and profiling

You have the following rights under GDPR over automated decisions and profiling.

You can ask that we do not make our decision based on the automated score alone.

You can object to an automated decision and ask that a person reviews it.
You can object to the use of your personal data in profiling or direct marketing.

Your request should be made to the address above.

14. Your right to data portability

You have the right to receive from us the personal data that you have given us in a structured, commonly used and machine-readable format ("Right to data portability") and/or to have the data sent by us directly to another party. Please note that this right only applies in certain circumstances, which is when we held the data on grounds of your consent or to perform a contract with you or for steps preparatory to such a contract and we were processing that data by automated means.

Your request should be made to the address above

15. Your right to complain to the regulator

Please let us know if you are unhappy with how we have processed your personal data. You can contact us by writing to the Company Secretary at the address given above.

You have the right to lodge a complaint with the Information Commissioner's Office (ICO) which is the UK supervisory authority for the processing of personal data. Further details are available on the ICO's website.

16. Enquiries and to exercise your rights

If you have any questions or want more details about how we process your personal data or if you wish to exercise any of your rights, you can contact us by writing to the Data Protection Officer at the address given above.