



CONSULTING ENGINEERS

GENERAL DATA PROTECTION REGULATION (GDPR)

PRIVACY POLICY

LANGAN CONSULTING ENGINEERS LTD.

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1 PRIVACY STATEMENT

1.1 INTRODUCTION

Langan Consulting Engineers Ltd (LCE) is committed to ensuring that your privacy is protected. This statement (together with our General Terms and Conditions) sets out the basis on which any personal data we collected from and about you, or that you provide to us, will be processed by us. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it.

1.2 DEFINITIONS AND ABBREVIATIONS

| | |
|------|------------------------------------|
| GDPR | General Data Protection Regulation |
| LCE | Langan Consulting Engineers Ltd |

2 DATA WE COLLECT AND PROCESS

2.1 INFORMATION YOU GIVE US

This is information about you that you give us by corresponding with us by phone, e-mail or otherwise. It includes the information you supply us with when you engage us to provide engineering services. The information you give us may include, but is not limited to, your name, address, e-mail address, phone number, financial information, site information, development layouts and related documents.

2.2 INFORMATION WE COLLECT ABOUT YOU

Depending on the circumstances, we might also obtain personal data about you from other sources such as public registers, government and regulatory authorities, business partners, financial and insurance advisors, service providers, etc.

You are not obliged to provide us with your personal information. However, if you do not, we might not be able to carry out the services you have requested of us.

2.3 WHY WE PROCESS YOUR DATA

We process your data in order to comply with legal obligations to which we are subject, to perform the services you have requested of us or to take steps at your request prior to undertaking to provide services for you, because you have consented to our processing of your data or for the purposes of our legitimate interests, such as to inform you of changes to our services or to provide you with information about other services we offer.

2.4 HOW WE USE YOUR DATA

We gather and use your information to (Non- exhaustive list):

- Allow us to provide the services you request from us;
- Comply with legal obligations we might be subject to;
- Provide you with information about other services we offer;
- To notify you of changes to our services; and
- To monitor and improve the quality of our services.

2.5 WHO WE SHARE YOUR DATA WITH

We share your information with local authorities, contactors or partners of LCE in connection with services that these individuals or entities perform for or with LCE.

We may disclose or share your data in order to comply with any legal obligation or in order to enforce or apply our General Terms and Conditions.

3 DATA SECURITY

We take our data security responsibilities seriously, employing the most appropriate physical and technical measures, including staff training and awareness. We review our data security measures and procedures regularly. Unfortunately, the transmission of information by means of the internet, including through email, is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to or from us by means of e-mail and any such transmission is at your own risk.

3.1 DATA RETENTION

It is our aim to only hold your data for as long as this is necessary. Unless otherwise required under applicable law, we store your data for as long as we provide services to you and for a period of no less than six years beginning on the date we archive your file.

3.2 WHERE WE STORE YOUR INFORMATION

We might store your information in different places. Physical files are stored in our office and our archives. Electronic files are stored on our secure servers and in the cloud.

3.3 IT AND OFFICE SECURITY

Our IT security is managed by a 3rd party consultant with expertise in the area. Our network, including servers and portable PC's is protected by Webroot security and anti-virus software. Webroot is an ISO27001:2013 accredited system. All our cloud-based data is managed securely via Microsoft office 365 and Microsoft server technology.

Our offices are securely locked outside of business hours with a full security alarm system and CCTV. All hard copy files are securely stored in cabinets in our offices. All files not sent to archive are shredded prior to disposal.

4 YOUR RIGHTS

You have the right to request that we:

- Inform you whether we process your data, provide you with details relating to our processing, and with a copy of your data;
- Rectify any inaccurate data we might have about you without undue delay;
- Complete any incomplete information about you;
- Erase your personal data without undue delay;
- Are restricted from processing your data; and
- Furnish you with the personal data which you provided to us in a structured, commonly used and machine readable format.

Where we process your data solely on the basis of your consent, you are entitled to withdraw your consent at any time. This will not affect the lawfulness of our processing before the withdrawal.

You also have the right to lodge a complaint with the Data Protection Commissioner at any time.

5 CHANGE OF STATEMENT

We may update this privacy statement from time to time and will publish such updated version on our website, as appropriate.