



GENERAL DATA PRIVACY POLICY

CIVCONS DESIGN LTD is a building and design company from the UK, which focuses major of its activity on construction-related jobs, including delivering services such as designing, building, and providing manpower.

When it comes to our employees or business affiliates, CIVCONS DESIGN is committed to respecting the right of privacy of anyone who enters in contact with. Confidentiality is one of the main principles that our team relies on. That is why we have developed our policies, contracts, and other documents in accordance with the *Data Protection Act 2018*.

Our business inevitably includes on its daily basis activity gathering personal or business information and that is why we are being so careful when it comes to matters such as protecting personal information.

The information received from our employees, partners, customers, and associates falls under the next principles:

- Every information is used fairly, lawfully and transparently;
- When in the process of collecting information with personal features we inform the party that the data is used for specified, explicit purposes;
- Whenever the information reaches our centre, we try to make sure that the information provided is used in a way that is adequate, relevant and limited to only what is necessary;
- We advise those who encounter us that when providing information this must be accurate and, where necessary, kept up to date;
- We ensure our employees, customers and any other party that the information provided is kept for no longer than is necessary;
- The information received is handled at CIVCONS DESIGN in a way that ensures appropriate security, including protection against unlawful or unauthorised processing, access, loss, destruction, or damage.

Every customer, employee partner, or associate has the right under the *Data Protection Act 2018* to:

- Be informed about how their data is being used and stored within our servers and collection centres;
- Access to their personal data at any time they find appropriate to, and CIVCONS DESIGN will comply with their by-laws to do so;
- Have incorrect data updated and CIVCONS DESIGN will submit the new information accordingly.
- Have data erased from our servers and storage stations. For that, they have to enter in contact with one member of the CIVCONS DESIGN' Management Team.
- Stop or restrict the processing of your data. Everyone that feels like their data should be used no more for the purposes agreed upon before, should contact our Support Team and let them know their decision. CIVCONS DESIGN will act in accordance with the law.
- Data portability. CIVCONS DESIGN will allow any party to get and reuse their data for different services.



- Object to how your data is processed in certain circumstances. If anyone feels like their information is used in a different way than they will expect to, our Support Team will be available with the guidance needed, and if the case, the objector can and has the right to stop or restrict the processing of their data as presented above.

Any sensitive information is treated in accordance with the current approved laws of the UK, and our General Data Privacy Policy will be no longer into effect if the laws change and the Policy is not updated. Therefore, if any of the parties that we are in contact with encounters any issues, the matter will be the first check with the current laws implemented in the UK, then, after with our by-laws and policies. Any part of our policy that does not fulfill the regulation of the UK will be removed, and the Policy updated.

This Policy is in tight connection with other Policies and documents of our company such as Website Policy, Employment Contracts, Partnership Contracts, Shareholder Agreements, and any other document that include in its content information that can be considered and labeled as 'sensitive information'.

Tudor Moisa
Managing Director
Civcons Design Ltd.

A handwritten signature in black ink, appearing to read "Tudor Moisa", is written over the printed name and title.

3rd of September 2020