

# Privacy Statement

2 November 2018



## Privacy Statement

Pellikaan Construction Ltd processes personal data where applicable. Pellikaan is often the data controller of this information. In certain situations, Pellikaan is a processor or sub-processor. Regardless of Pellikaan's role, this document informs you of its responsibilities.

You can contact us any time if questions arise.

Signed,



Pellikaan Construction Ltd  
2 November 2018

### Company details

Pellikaan Construction Ltd  
38 Graemesdyke Avenue  
East Sheen  
London SW14 7BJ

Tel. 0208 392 93 55

E-mail: [info@pellikaan.com](mailto:info@pellikaan.com)  
Website: [www.pellikaan.co.uk](http://www.pellikaan.co.uk)

### Contact for privacy matters

Mr. A. de Jongh  
[privacy@pellikaan.com](mailto:privacy@pellikaan.com)



## Processing Personal Data

Pellikaan processes personal data on the basis of:

- a legal agreement
- legal requirements
- statutory grounds
- contractual agreements
- a permission, such as after registration for the newsletter

We store data where such is legally required, for purposes of communication and for customer relations, and to comply with the statutory obligations and contractual agreements. Pellikaan does not store personal data any longer than necessary for processing purposes or on statutory grounds (e.g. for guarantees or fiscal data). The data are stored in the Netherlands.

Some personal data are passed on to processors and sub-processors. Processing agreements have been concluded with these parties to meet the same standards met by Pellikaan. Pellikaan also strives to draft these agreements with the processors in clear and simple language. This way the agreements are comprehensible for both parties.

Below we will discuss a few specific cases

### Applications

We request a lot of data from applicants. In addition, we search publically available information. When applicants are rejected, Pellikaan removes all data within one month. Applicants can indicate in writing that we may keep the data for a maximum of one year. After this period we will delete all data of the unsuccessful applicant.

If you are hired, an assessment may be conducted. This assessment is included in your personnel file and only your supervisor, the personnel officer and you have access to it. The assessment is conducted by an external organisation that also has access to these data.

### Newsletters

We save the e-mail address to be able to send newsletters. Our mailing is handled by an email service. You can register for the newsletter [[register link](#)]. If you have never given permission, but do receive our newsletter, this is because you have a business/commercial relationship with Pellikaan. You can also unsubscribe from the mailing list at any time.

### Cookies

We use cookies on our website to enable the functionalities of the website and to protect the website (technical or functional cookies), as well as to analyse the use of the website and improve the website based thereon (analytical cookies).

### Technical or Functional Cookies

The main purpose of cookies is to save you time and effort. For example, if you customise a web page to suit your personal preferences or if you navigate inside a website, the cookies will remember the chosen settings and preferences for future use. When you visit the website at a later time, the previously entered data can be retrieved by the cookies, so that you can easily use the functions of the website you have previously set.



## Analytical Cookies

In addition, our website uses cookies to keep statistics, so that we can gain an insight into the use of our website and the effectiveness of our campaigns.

## Enabling or Disabling Cookies

You can choose whether or not to accept cookies. Most browsers automatically accept cookies but usually you can change the settings of your browser in such a way that cookies are not accepted if you so wish (check the help page of your browser for instructions). If you choose not to accept cookies, you may not be able to make full use of the interactive features of this website or of other websites that you visit. You can change the cookie settings for our website via the privacy settings <http://www.pellikaan.com/en/privacy-settings/>

## Deleting Cookies

Most cookies have an expiry date. This means that they automatically expire after a certain period of time and no longer register data from your website visit. You can also choose to manually delete the cookies before the expiry date (check the help page of your browser for instructions).

## Security

Pellikaan is committed to protecting your personal data. Technical and organisational measures have been taken and a privacy awareness process has been started.

## Vulnerabilities

It is possible that our system has an unforeseen weakness. If you discover a vulnerability, we ask you to report it as quickly as possible so that we can take the necessary measures.

The notification:

- As soon as possible after discovery
- Via [privacy@pellikaan.com](mailto:privacy@pellikaan.com)
- Sufficient information about the weakness
- Location (such as IP address, URL, device/hardware or software)
- Description of the vulnerability
- Your contact details: we ask for your personal data to request more information, if necessary. Your e-mail address or telephone number is sufficient.

Please do not share the security issue with others until it is resolved. Pellikaan will make reports where necessary.



## Your Rights

### Right of Access

You have the right to know what happens to your personal data and why. It has been legally established that in certain cases Pellikaan does not have to comply with this information obligation, for example if this requires disproportionate effort or if the provision of the data is expressly prescribed by law.

### Right to Rectification (Correction)

When personal data are collected, these must be and must remain accurate. You have the right to instruct Pellikaan to correct the erroneous data. Third parties must be informed when they too make use of the personal data. It is not necessary to inform third parties when it is not possible or if it requires disproportionate effort.

### Right to Erasure of Data (Oblivion)

In certain cases (determined by law) you have the right to erasure of data, the right to oblivion, or, colloquially, the right to removal, unless in the case of a legally stipulated exception.

### Right to Restrict Processing

In certain cases, you have the right to restrict the processing of personal data. This will temporarily halt the processing.

### Right to Transfer Data (Data Portability)

You can request a PDF file of the data that Pellikaan has on you, so that you can provide it to another party.

### Right to Object

You can file an objection to the processing of your personal data

1. Due to personal circumstances
2. Aimed at direct marketing, this is an absolute right and the person who is in charge must always respond to this.
3. Objections to the processing of your data for scientific, historical research or statistical purposes. These are grounds specifically related to your situation.

### Submitting a Request

You can send a written request regarding these rights to:

Pellikaan Construction Ltd  
For the attention of A. de Jongh  
38 Graemesdyke Avenue  
East Sheen  
London SW14 7BJ

Or you can send an e-mail to: [privacy@pellikaan.com](mailto:privacy@pellikaan.com)

### Filing a Complaint

If your requests are not answered or no response has been given, you can file a complaint with the Information Commissioner's Office (ICO). <https://www.gov.uk/data-protection/make-a-complaint>

