Privacy Policy — KMT Brickwork Ltd

Effective Date: 20 November 2026
Last Updated: 20 November 2026

1. Introduction & Who We Are

KMT Brickwork Ltd ("we", "us", or "our") is committed to protecting and respecting your privacy. This Privacy Policy explains how we collect, use, store, and protect your personal data when you visit our website (`www.kmtbrickwork.com`), request a quotation, engage our brickwork and masonry services, or apply to work with us as a subcontractor or operative.

For the purposes of the **UK General Data Protection Regulation (UK GDPR)** and the **Data Protection Act 2018**, the Data Controller is:

- **Company Name:** KMT Brickwork Ltd
- **Company Registration Number:** 13130046 (Registered in England & Wales)
- **Registered Office:** 108 Sandford Road, Chelmsford, CM2 6DH
- **Email:** kellie@kmtbrickwork.com
- **Telephone:** 07904 946 454

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2. The Personal Data We Collect

Depending on how you interact with us, we may collect and process the following categories of personal information:

- **Clients & Prospective Customers (Enquiries & Quotations):** Name, job title, company name, site address, billing address, email address, telephone number, and project/tender details.
- **Subcontractors, Operatives & Applicants:** Full legal name, date of birth, home address, email address, telephone number, emergency contact details, CSCS card details, trade qualifications/training certificates, Right to Work documentation, Unique Taxpayer Reference (UTR), National Insurance (NI) number, and bank account details (for CIS payroll and payments).
- **Suppliers & Business Partners:** Contact names, business addresses, email addresses, telephone numbers, and payment details.
- **Website Visitors & Technical Data:** IP address, browser type and version, time zone setting, operating system, and basic website usage analytics collected via cookies when you browse our website.

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3. How We Collect Your Data

We collect personal data through:

- **Direct Interactions:** When you fill out a contact or quote request form on our website, email us, call us, or complete our Subcontractor Registration & Safety Form.
- **Contractual & Site Operations:** During tender submissions, site inductions, RAMS sign-offs, and invoicing.
- **Automated Technologies:** Standard website cookies and server logs when you visit `www.kmtbrickwork.co.uk`.

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4. How & Why We Use Your Personal Data (Lawful Basis)

We will only use your personal data when the law allows us to. Most commonly, we process your data under the following lawful bases:

Purpose of Processing	**Type of Data**	**Lawful Basis (UK GDPR)**
Responding to website enquiries and providing brickwork quotations	Contact & project details	**Legitimate Interests** / **Pre-Contractual Steps**
Delivering brickwork services, managing contracts, and issuing invoices	Client & supplier contact/financial data	**Performance of a Contract**
Onboarding subcontractors, verifying CIS status, and processing payments	Identity, UTR, NI, bank & contact details	**Performance of a Contract** & **Legal Obligation** (HMRC)
Ensuring site health, safety, and competence compliance (CSCS, RAMS, emergencies)	Qualifications, CSCS, emergency contacts	**Legal Obligation** (Health & Safety at Work Act 1974)
Maintaining accounting, VAT, and tax records	Invoices, payment logs, CIS statements	**Legal Obligation** (Companies Act & HMRC rules)
Improving our website functionality and security	Technical & usage data	**Legitimate Interests**

We **never** sell, rent, or trade your personal information to third parties for marketing purposes.

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5. Sharing Your Personal Data

We only share your personal data where necessary to run our business safely and legally, including with:

- **Principal Contractors & Clients:** Sharing operative names, CSCS card details, and training certificates strictly for site access, inductions, and health and safety compliance.
- **HMRC & Regulatory Bodies:** For CIS verification, tax submissions, VAT compliance, and statutory reporting.
- **Professional Advisors & Service Providers:** Our accountants, insurers, IT/website hosting providers, and retained Health & Safety advisors (HS Direct Ltd), all of whom are bound by strict confidentiality and data protection obligations.

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6. Data Security & Retention

We have put in place appropriate technical and organisational security measures—including password-protected systems, encrypted cloud storage, and restricted access controls—to prevent your personal data from being accidentally lost, used, accessed without authorisation, altered, or disclosed.

We only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including satisfying any legal, accounting, tax, or health and safety reporting requirements:

- **Financial, Invoicing, CIS & Tax Records:** Retained for **6 years** following the end of the relevant financial/tax year in line with HMRC statutory requirements.
- **Health & Safety, Induction & RAMS Records:** Retained for a minimum of **6 years** (or longer where required by construction regulations/insurance policies).
- **General Website Enquiries (not leading to a contract):** Retained for up to **12 months** before secure deletion.

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7. Cookies

Our website may use essential and basic analytical cookies to ensure the site functions properly and to understand how visitors use our pages. You can set your browser to refuse all

or some browser cookies, or to alert you when websites set or access cookies. If you disable or refuse cookies, please note that some parts of our website may become inaccessible or not function properly.

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8. Your Legal Rights Under UK GDPR

Under UK data protection law, you have the following rights regarding your personal data:

- **Right of Access:** Request a copy of the personal data we hold about you.
- **Right to Rectification:** Ask us to correct any incomplete or inaccurate data we hold about you.
- **Right to Erasure ("Right to be Forgotten"):** Ask us to delete your personal data where there is no good reason for us to continue processing it (subject to statutory HMRC/H&S retention rules).
- **Right to Restrict or Object to Processing:** Ask us to suspend or stop processing your data in certain circumstances.
- **Right to Data Portability:** Request the transfer of your data to you or a third party in a structured, machine-readable format.

To exercise any of these rights, please contact **Kellie Teale** at `kellie@kmtbrickwork.com`. We aim to respond to all legitimate requests within **one month**.

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9. Complaints & Contact Details

If you have any questions about this Privacy Policy or how we handle your data, please contact us first so we can resolve your query:

- **Email:** kellie@kmtbrickwork.com
- **Post:** Data Protection Lead, KMT Brickwork Ltd, 133 Heath Drive, Chelmsford, Essex, CM2 9HQ
- **Telephone:** 07904 946 454

You also 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 (`www.ico.org.uk` / Tel: 0303 123 1113).