

KGBS Privacy Policy

PURPOSE

At Kane Group Building Services Ltd, we are committed to protecting your privacy and ensuring that your personal information is collected and used appropriately, lawfully and transparently.

PROCEDURE SUMMARY

Kane Group is committed to upholding the principles of GDPR when processing personal data. According to Article 5 of the GDPR, personal data shall be:

- i) Processed lawfully, fairly and transparently.
- ii) Collected for specified purposes, and not processed for other purposes.
- iii) Just the right amount” of data for the task at hand – not too much, but enough to do the task accurately.
- iv) Accurate and up to date.
- v) Kept no longer than necessary.
- vi) Processed securely.

BACKGROUND / SCOPE

This privacy notice aims to provide you with specific information on how we collect and process your personal data through the use of our website. It is important that you read this privacy notice together with any other privacy notice we may provide on specific occasions when we are collecting or processing your personal data to ensure that you are fully aware of how and why we are using your data. This privacy notice supplements all notices issued by Kane Group Building Services Ltd and is not intended to override them.

APPLICABILITY

EXCLUSIONS / EXCEPTIONS

No exclusions.

PROCEDURE DETAILS

A. What Information Do We Collect?	1.1	When you visit our website, you can browse the website without disclosing any personal information about yourself.
	1.2	We use Google Analytics to collect standard internet log information and details of visitor behaviour patterns.
	1.3	We do this to find out things such as the number of visitors to the various parts of the site. This information is only processed in a way which does not identify anyone. We do not make any attempt to find out the identities of those visiting our website.
	1.4	Google Analytics generates statistical and other information about website use by means of cookies, which are stored on users' computers. The information generated relating to our website is used to create reports about the use of the website. Google will store this information. Google's privacy policy is available at: http://www.google.com/privacypolicy.html

B. Cookies	1.1	A cookie is a small file which asks permission to be placed on your computer's hard drive. Once you agree, the file is added, and the cookie helps analyse web traffic or lets you know when you visit a particular site.
	1.2	Most browsers allow you to reject all cookies, whilst some browsers allow you to reject just third-party cookies. For example, in Internet Explorer you can refuse all cookies by clicking 'Tools', 'Internet Options', 'Privacy', and selecting 'Block all cookies' using the sliding selector.
	1.3	Blocking all cookies will, however, have a negative impact upon the usability of many websites, including this one.
C. Security	1.1	The security of your Personal Information is important to us but remember that no method of transmission over the Internet, or method of electronic storage, is 100% secure. While we strive to use commercially acceptable means to protect your Personal Information, we cannot guarantee its absolute security.
	1.2	This Privacy Policy is effective as of 25th May 2018 and will remain in effect except with respect to any changes in its provisions in the future, which will be in effect immediately after being posted on this page.
	1.3	We reserve the right to update or change our Privacy Policy at any time and you should check this Privacy Policy periodically. Your continued use of the Service after we post any modifications to the Privacy Policy on this page will constitute your acknowledgment of the modifications and your consent to abide and be bound by the modified Privacy Policy.
D. Privacy Support	1.1	If you have any enquiries about our Privacy Notice, please contact: dataprotection@kanegroupbs.com

DEFINITIONS

Term / Acronym	Definition
Definition	•

ROLES AND RESPONSIBILITIES

Entity / Personnel	Responsibilities
Kane Group	Ensure that policy and procedure is carried out in accordance to the requirements.
Website users	Website users must read and understand the policy

RELATED DOCUMENTS, TOOLS AND TEMPLATES

Policies & Procedures	Location
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