



# Privacy Notice

Bouygues Energies & Services is committed to complying with its legal obligations under the General Data Protection Regulation 2016 ("GDPR"), the data Protection 2018 and to the protection of the rights and freedoms of individuals whose personal data Bouygues Energies & Services obtains or generates as part of its business operations.

This policy describes how and why we collect, store and use personal data and also provides information about individuals' rights. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it.

In this policy "we", "us" and "our" means Bouygues Energies & Services responsible for any personal information collected about you.

## **What personal data do we collect and process?**

In order for us to operate our business we need to collect personal data from those who access our websites or premises, obtain products or services from us, provide products or services to us, are engaged by us or who we otherwise have dealings with in the course of our day to day activities.

We are committed to ensuring that the personal data we collect and use is appropriate for this purpose and does not constitute an invasion of an individual's privacy. This section sets out further details of the types of personal data we collect in different circumstances and how it is used by us.

### Customers and related individuals

We collect personal data from our customers and related individuals where necessary to provide our services or where an individual has otherwise consented to its collection.

We may use the personal data collected for the purposes of:

- Providing our products and services to you or the organisation you represent.
- Operating back office and administration services connected with the provision of our products and services.
- Managing relationships including by providing you with information on events and access to publications.
- Basic personal data may be used by our finance teams, for billing, invoicing and payment purposes.

### Suppliers and third party service providers (including individual contractors)

We may collect personal data including your name, email addresses, telephone numbers and other business contact information for the purposes of receiving services or quotations, managing relationships, providing services to our clients and operating our business.

We may use and disclose the information we collect in such manner as we believe to be necessary to enable us to carry out our business and to receive the services being provided. This includes the use of personal information in connection with billing, invoicing, payment, security vetting and legal enforcement.



# Privacy Notice

## Business contacts

If you have signed up to attend one of our events, access publications or receive our marketing materials, personal data including your name, email address, telephone number and other contact information will be collected at the time you sign up.

We may use the information we collect to provide you with information on events, publications, products or services that we feel may interest you. You may specify your contact preferences when you register to attend an event or receive communications, products or services from us. You can also change your contact preferences at any time using the options which can be found on relevant communications or by contacting us directly at [marketing@bouygues-es.co.uk](mailto:marketing@bouygues-es.co.uk).

## Bouygues Energies & Services employees

Personal data in relation to Bouygues Energies & Services employees is collected and held on our systems and applications. Further information regarding the collection and use of personal data of Bouygues Energies & Services personnel is provided as part of our onboarding process and can be obtained from our Management system or contact [infosec@bouygues-es.co.uk](mailto:infosec@bouygues-es.co.uk).

## Job applicants

Please refer our Job Applicant privacy notice from the careers section.

## Visitors to [www.bouygues-es.co.uk](http://www.bouygues-es.co.uk)

Please refer to the Privacy notice on the legal section of our website.

## **Your rights as a data subject**

As a data subject you have certain rights which you may exercise if we are in possession of, or are processing, your personal data. Specifically:

- **Right of access** – you have the right to request a copy of the information that we hold about you.
- **Right of rectification** – you have a right to correct data that we hold about you that is inaccurate or incomplete.
- **Right to be forgotten** – you have a right, in certain circumstances, to ask for the data we hold about you to be erased from our records.
- **Right to restriction of processing** – where certain conditions apply you have a right to restrict the processing of your personal data.
- **Right of portability** – you have the right to have the data we hold about you transferred to another organisation.
- **Right to object** – you have the right to object to certain types of processing such as direct marketing.

To exercise these rights please contact us using the contact details set out in the Contact Information section below. In the event that Bouygues Energies & Services refuses your request under rights of access, we will provide you with a reason as to why. You have the right to complain as outlined in the Complaints section below.



# Privacy Notice

## On what basis do we process personal data?

We will only process personal data where we have a lawful basis on which to do so. The lawful basis on which data is processed will depend on the nature of the information collected and the purposes for which it is used by us but will be one or more of following:

- **Consent:** you have provided your consent for us to process their personal data for a specific purpose.
- **Contract:** the processing is necessary for a contract you have with us or because you have asked us to take specific steps before entering into a contract.
- **Legal obligation:** the processing is necessary for us to comply with our legal obligations.
- **Vital interests:** the processing is necessary to protect someone's life.
- **Legitimate interests:** the processing is necessary for our legitimate interests or the legitimate interests of a third party.

## For how long do we hold personal data?

Bouygues Energies & Services will only retain personal information for the period necessary to fulfil the purposes for which it is collected and processed, or for such shorter or longer period as may be prescribed by applicable law or our internal policies and procedures.

## Transferring, storing and processing your data

The data that we collect from you will not be transferred to, nor stored at, a destination outside the European Economic Area ("EEA"). However it may be processed by staff operating outside the EEA who work for us. Such staff will be engaged in the provision of support services for our finance system in connection with billing and invoicing. By submitting your personal data to us, you agree to this transfer, storing or processing. We will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this Privacy Notice.

## Disclosure of your information

We may disclose your personal information to any member of our group, which means Bouygues SA, its subsidiaries and subsidiary undertakings from time to time (as defined in the Companies Act 2006).

We may also disclose your personal information to third parties in certain circumstances including:

- We may provide personal data to clients, third party suppliers, service providers, professional advisors and other business partners to enable us to provide or receive products or services.
- In the event that we sell or buy any business or assets, we may disclose your personal data to the prospective seller or buyer of such business or assets.
- We may disclose or share your personal data if we are under a duty to do so in order to comply with any legal obligation or where necessary to enforce any legal right or contractual agreement, or to protect the rights, property, or safety of Bouygues Energies & Services, our employees, customers, or others. This includes exchanging information with other companies, organisations and bodies for the purposes of fraud protection and credit risk reduction.

## Changes to our Privacy Notice

Any changes we may make to our Privacy Notice in the future will be posted on this page and we suggest that you check back frequently to see any updates or changes.



# Privacy Notice

## Contact information

The Head of Information Security is responsible for ensuring that compliance with data protection legislation and good practice can be demonstrated. Questions, comments and requests regarding this Privacy Notice or our collection or use of personal data should be addressed to:

### The Head of Information Security

Bouygues Energies & Services

1 Lambeth Palace Road

London SE1 7EU

Email: [infosec@bouygues-es.co.uk](mailto:infosec@bouygues-es.co.uk)

## Complaints

If you wish to make a complaint about how your personal data is being processed by us (or the third parties referred to in this Privacy Notice), or how your complaint has been handled, you have a right to lodge a complaint with our Head of Information Security using the contact details above or by contacting:

### The Information Commissioners Office

Wycliffe House

Water Lane

Wilmslow

Cheshire SK9 5AF

Email: [casework@ico.org.uk](mailto:casework@ico.org.uk)