

Privacy Policy

The Guild is committed to ensuring that personal data is kept private and secure and only used in accordance with its data protection policy.

This privacy policy sets out how we gather, use, disclose, store and dispose of personal information.

We may amend this notice by updating this page, so you should check this page occasionally to make sure you are happy with our approach.

You can contact us on 020 8181 9100 between 8am and 8pm Monday to Friday, or between 9am and 1pm on Saturdays or by using the Contact Us tab on this website.

Who Are We?

The Guild is one of the leading businesses in Construction Industry Scheme (CIS) compliance.

What Data Do We Collect?

Our focus is on legal compliance and as a result, we take individual privacy very seriously. We aim to collect only the data that we need to fulfil our contractual and legal obligations. We collect data in respect of our clients, advisers, suppliers, employees and sole traders.

This may include your:

- Name and contact details
- Copies of documents you give to us, or emails or letters you send to us
- Information that may be necessary for statutory reports to government departments, such as HM Revenue and Customs
- CCTV footage if you visit our office

Why Do We Need to Collect Data?

All businesses require some data in order to operate. We need to collect some data in order to provide our services, in particular to ensure compliance with tax and employment laws.

We may also need to collect data to enable us to respond to your questions, to protect our business and yours, to defend a legal claim, or as part of a contractual or legal obligation.

With your permission, we may also like to use your data to send you updates from time to time, such as our newsletter or invites to our seminars. You can ask us to stop this kind of contact at any time.

Who Do We Share Data With?

We only share limited data under certain circumstances where we're contractually or legally bound to do so, and only such information as is necessary to perform the specific task. This may include sharing data with law enforcement where we deem it necessary to do so, for example, where we suspect fraud.

Alternatively, where we are processing information based on consent, where we have the consent to share information.

We do not sell information or engage in data mining, nor do we use external marketing businesses. We do not transfer data outside the European Economic Area.

How Do We Keep Information Safe?

We have technical and organisational measures in place to keep data as secure as possible and we are continually monitoring and upgrading our systems.

How Long Do We Keep Data?

The law requires us to keep some kinds of data for varying periods of time. We aim to keep only the data we need, and only for as long as we need to.

What Are Your Rights?

GDPR sets out your legal rights in respect of your data. Detailed information about these rights can be found on the website of the Information Commissioner's Office.

As a data subject, you have the right to ask us to:

- Give you access to the data we hold about you
- Give you your data in a standard format, such as a PDF file
- Correct data that is inaccurate, incomplete or out of date
- Delete your data where it is possible for us to do so
- Restrict or stop processing your data
- Stop sending you marketing materials

You also have the right to object to data processing.

We will of course try to accommodate these requests as best we can, but it may not always be possible, for example, the law may require us to use or keep some data for some purposes. In these situations, we will try to give you a clear and satisfactory explanation.

If you have a complaint about how we've handled your data, or anything you've asked us to do in respect of it, please call or write to us.

Any Questions?

Once again, you can call us on 020 8181 9100 between 8am and 8pm Monday to Friday, or between 9am and 1pm on Saturdays.

You can also use the Contact Us tab to get in touch by email.