

JCA is committed to complying with its legal obligations under the General Data Protection Regulation 2016/679 (“GDPR”), the UK GDPR, and the Data Protection Act 2018 for the protection of the rights and freedoms of individuals whose personal data JCA obtains or generates as part of its business operations. You can read more about how JCA uses your data when you visit the JCA Engineering Limited website (www.jca.co.uk).

1.0 What Personal Data do we Collect and Process?

Purposes	Data Types	Lawful Bases of Processing	Who this Personal Data is shared with
Identification and access	Name and address	Legitimate Interest	JCA
Identification and access	Car Registration	Legitimate Interest	JCA
Identification and access	Travel details	Legitimate Interest	JCA and INNDEX

2.0 How Long will we Keep your Personal Data?

We keep your personal details for as long as necessary for the reasons we are using them, and this will vary depending on our relationship with you. Your personal data will be deleted when no longer required, including where an individual leaves a project or organisation or where consent is withdrawn (where applicable).

3.0 Data Security and Integrity

JCA is committed to ensuring your data is kept secure from loss, misuse or alteration. We use technical, physical, and organisational security measures and comply with ISO27001 standards to keep your data secure. We store all information provided on secure servers.

JCA uses the INNDEX system to collect and maintain your personal information, who use encrypted storage, access controls to limit who has access to your data, logging and monitoring, and firewalls.

4.0 Contact Information

If you wish to find out more or 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 Data Protection Officer using the following contact details or by contacting privacy@mitie.com.