

## **PRIVACY POLICY**

### **1. Introduction**

The Centre for Construction Innovation (CCI) is committed to preserving the privacy of every visitor to its Website.

Please read this privacy policy to understand how we use and protect the personal information that you provide to us. All references in this privacy policy: to the "Website" refer to this website; to "we", "us" and "our" refer to Centre for Construction Innovation; and to "you" and "your" are to you, the user.

By registering on this Website or by sending an e-mail to us, you consent to the collection, use and transfer of your information under the terms of this privacy policy.

### **2. Use and Storage of Information**

- (a) When you visit or register on the Website you may be asked to provide certain information about yourself including your name and contact details. We may collect additional information about you from e-mails or other correspondence that you send to us and we may also collect information about your usage of the Website.
- (b) Your information will enable us to supply to you the information or services that you have requested by registering with us or by sending an e-mail to us. We may also use your personal information to contact you for your views on our services and to notify you occasionally about important changes or developments to the Website or our services. We will also use and analyse information collected so that we can administer, support, improve and develop our business.
- (c) We may contact you by post or, if you have agreed, by telephone or by e-mail. If you change your mind about being contacted in the future, please let us know by emailing us at [admin@ccinw.com](mailto:admin@ccinw.com).
- (d) If we enter into a joint venture with, or are sold to, or merged with another business entity, your personal information may be disclosed to our new business partners or owners. Unless required to do so by law, we will not otherwise share, sell or distribute any of the personal information that you provide to us without your consent.
- (e) From time to time CCI collaborate with other organizations to jointly promote events & news. CCI will not share your data with these organizations. CCI will send jointly branded literature to you from the CCI mailserver.
- (f) We will fully co-operate with any law enforcement authorities or court order requesting or directing us to disclose the identity of or to locate anyone posting any defamatory, obscene or otherwise illegal material onto the Website.

### **3. Storage of Information**

- (a) The information you provide to us will be held on our computers. We employ security measures to protect your information from access by unauthorised persons and against unlawful processing, accidental loss, destruction and damage. We will only retain your information for a reasonable period or for so long as either you or legislation permits.
- (b) If your personal information changes, please advise us of the relevant changes as soon as possible by e-mailing us at [admin@ccinw.com](mailto:admin@ccinw.com).

### **4. Changes to our Privacy Policy**

Any changes to our privacy policy in the future will be posted to the Website and, where appropriate, sent to you by e-mail notification.

### **5. Contact**

All comments, queries and requests relating to our use of your information are welcomed and should be e-mailed to us at [admin@ccinw.com](mailto:admin@ccinw.com)

*Revision 1. – 3<sup>rd</sup> April 2005.*