

# Privacy Policy:

Last Updated: 08<sup>th</sup> June 2026



**Construction &  
Consulting Limited**

**@ARCUSLTD**

Unit 14, Les Caches Business Park, St Martin's, Guernsey, GY4 6PH

ARCUS Employee Policies

[www.arcusltd.gg](http://www.arcusltd.gg)

# Privacy Policy

## Introduction

ARCUS Construction & Consulting Limited ("ARCUS", "we", "our", "us") is committed to protecting your privacy and handling your personal information responsibly.

This Privacy Policy explains what personal information we collect, how we use it, and your rights under the Data Protection (Bailiwick of Guernsey) Law, 2017.

## Who We Are

ARCUS Construction & Consulting Limited

Unit 14  
Les Caches Business Park  
St Martins  
Guernsey  
GY4 6PH

Email: [privacy@arcusltd.gg](mailto:privacy@arcusltd.gg)  
Telephone: 07781 448125

ARCUS is registered with the Office of the Data Protection Authority (ODPA) and acts as a Data Controller in relation to the personal information we process.

## Information We Collect

We may collect the following information when you contact us, request a quotation, engage our services, apply for a role, or visit our website:

- Name
- Address
- Email address
- Telephone number
- Property address
- Project information
- Photographs and survey information

- Employment and recruitment information
- Website usage information
- Correspondence and communications with us

## How We Use Your Information

We use personal information to:

- Respond to enquiries
- Prepare quotations and proposals
- Deliver construction and consulting services
- Manage projects and contracts
- Process payments and invoices
- Recruit employees and subcontractors
- Meet our legal and regulatory obligations
- Improve our services
- Protect our business, staff and clients

## Our Legal Basis for Processing

We process personal information where:

- It is necessary to perform a contract with you
- We have a legal obligation to do so
- It is in our legitimate business interests
- You have provided your consent where required

## Site Photography and Drone Surveys

As part of our construction, surveying and consulting services, ARCUS may use photography, video recording and drone technology to inspect, record and monitor properties and construction works.

Where practical, we take reasonable steps to avoid capturing unnecessary personal information. Images or footage may be retained where required for project records, health and safety purposes, insurance matters, quality assurance or contractual obligations.

## Recruitment

If you apply for a position with ARCUS, we will use the information you provide to assess your suitability for employment and manage the recruitment process.

Unsuccessful applicant information will normally be retained only for a limited period unless longer retention is agreed.

## Sharing Information

We may share personal information with trusted third parties where necessary, including:

- Professional advisers
- Accountants and payroll providers
- Insurance providers
- IT service providers
- Regulatory authorities
- Clients and project stakeholders where necessary

We do not sell personal information to third parties.

## Data Security

We take appropriate technical and organisational measures to protect personal information from unauthorised access, loss, misuse or disclosure.

## How Long We Keep Information

We only retain personal information for as long as necessary to fulfil the purposes for which it was collected, comply with legal obligations, resolve disputes or enforce agreements.

## Your Rights

Under Guernsey data protection law, you may have the right to:

- Request access to your personal information
- Request correction of inaccurate information
- Request deletion of information in certain circumstances
- Object to certain types of processing
- Restrict processing in certain circumstances
- Withdraw consent where processing is based on consent

To exercise any of these rights, please contact us using the details below.

## Cookies and Website Analytics

Our website may use cookies and similar technologies to improve user experience and understand how visitors use our website.

You can control cookie settings through your web browser.

## Contact Us

If you have any questions regarding this Privacy Policy or how we handle your personal information, please contact:

ARCUS Construction & Consulting Limited  
Unit 14, Les Caches Business Park  
St Martins  
Guernsey  
GY4 6PH

Email: [privacy@arcusltd.gg](mailto:privacy@arcusltd.gg)

## Complaints

If you are unhappy with how we have handled your personal information, you have the right to complain to the Office of the Data Protection Authority (ODPA).

Office of the Data Protection Authority  
St Martin's House  
Le Bordage  
St Peter Port  
Guernsey

Website: [www.odpa.gg](http://www.odpa.gg)