

CECA (Southern) Ltd – Privacy Notice

Approved by: David Allen

Date: July 2026

Review Date: July 2027

Who we are

The Civil Engineering Contractors Association (Southern) Ltd, known as CECA (Southern) Ltd in this Privacy Notice, governs both CECA (Southern) and CECA (South West). It is the representative body for many of the companies who work day-to-day to deliver, upgrade, and maintain the transport, utility networks and infrastructure in the South and South West.

CECA (Southern) Ltd is a not-for-profit organisation aligned to six other independent regional and one national CECA body that collectively have more than 300 members throughout England, Scotland and Wales. Representing firms who together carry out up to 80 per cent of all civil engineering activity in the UK, in the key infrastructure sectors of transport, energy, communications, waste and utilities including electricity and water.

Our members include some of the largest construction firms as well as a range of small specialist and regional contractors. Our industry supports the employment of over 200,000 people in the UK with annual activity worth £25 billion.

CECA (Southern) Ltd is committed to maintaining the trust and confidence of its members and those we do business with. We collect the minimal amount of personal data required to fulfil lawful business requirements as a membership organisation. It is held securely, it is not shared for financial or commercial gain and is not retained for longer than necessary. CECA (Southern) Ltd collects personal data to:

- Ensure we represent the interests of subscribed members.
- Comply with our legal and regulatory requirements.
- Fulfil operational reasons, such as recording transactions.
- Maintain effective employee management.

This privacy policy provides detailed information on when and why we collect your personal data, how we use it and how we keep it safe.

Types of data we collect

CECA (Southern) Ltd is very careful about the data we hold. It is held securely, electronic data is password protected, hard copies are locked in cabinets and access to all data is limited.

We collect

- Names, telephone numbers, email and physical addresses of those who work for our member companies and those whom we actively engage with.
- Names, telephone numbers, email, physical addresses and bank details of those who buy our publications.
- Names, telephone numbers, email, physical addresses, bank details of those who provide agreed services for us.

- Education, skills and job title data of our members and stakeholders when offered.
- Name, phone number, email address, educational background, bank, financial and pay details, skills, marital status, job titles and CVs of existing CECA Southern & South West staff.
- Data via cookies ([cookie policy here](#))
- Data via Google Analytics to find out how our visitors use our website. This information is gathered and processed anonymously.
- Wi-fi. CECA (Southern) Ltd offers guest wi-fi in the Chichester office. The service is provided by our outsourced IT company and any data collected is not monitored.
- Mailing lists: CECA (Southern) Ltd holds a series of current mailing lists for active fora, working parties, and correspondence with our regional teams. We use this data to keep those who sign up updated on our work and to ensure we are representing the interests of our membership and those we work with. You can unsubscribe from these emails at any time by emailing: info@cecasouth.co.uk
- Ticketing data: CECA (Southern) Ltd runs a number of events each year. Personal data held for each event includes: Name, job title, organisation, email address, relevant social media contacts, phone number, physical address, dietary requirements and car registration. We will use this data to communicate information to delegates before and after the event, and with the CITB (if appropriate) to fulfil our funding agreements. All personal data gathered for the event will be deleted as soon as it is not required to deliver our lawful business requirements.

Who we share it with

CECA (Southern) Ltd shares the data we hold with a limited number of organisations in order to help us meet our business requirements and ensure we are representing the interests of our members. Those with whom we share data securely with are our:

- Bookkeeper – for accounting purposes and compliance with HMRC regulations.
- Pension provider – in order to process, manage and maintain pension provision for staff members.
- Healthcare provider – in order to be able to provide healthcare cover for our staff.
- Bank – in order to run the business for processing payments and receiving funds.
- The Construction Products Association with whom we have a service agreement for processing our quarterly Workloads Trends survey data. The published results are anonymised.
- The CITB to fulfil our funding agreement.
- Regional and National Offices, to ensure the needs of subscribed member companies are met.
- IT provider and web developer, as part of the existing contracts and service agreements we hold with them.

Other services we use

CECA (Southern) Ltd uses the following services to fulfil meet the requirements of our business:

- Eventbrite
- WorldPay
- Doodle Poll
- Survey Monkey
- MS Teams

Access to your personal information

Under the General Data Protection Regulations 2016 (GDPR), you have the right to access, amend or have forgotten, any of the personal data that is held by CECA (Southern) Ltd. You also have the right to receiving information about the Controller's Processing activities, restrict processing, make a complaint, or have data transferred to a third party. If you would like to do this, please email: info@cecasouth.co.uk.

Or write to the Responsible Person at the following address:

Executive Director, Civil Engineering Contractors Association (Southern) Ltd, Metro House, Northgate, Chichester, West Sussex, PO19 1BE

Right to appeal

If you are concerned about how we hold your data, please contact info@cecasouth.co.uk raising your concerns, or contact the Information Commissioner's Office, the statutory regulator for data protection law. <https://ico.org.uk/concerns/> .