



Privacy & Data Use Statement

Rev. 08.2025

At Constructco, we recognize the importance of safeguarding the privacy, security, and appropriate use of data related to our clients, partners, and employees. As a licensed California General B contractor working with commercial, residential, and institutional stakeholders, we maintain a structured, legally compliant approach to data handling in all aspects of our business operations.

This Privacy & Data Use Statement outlines how Constructco collects, uses, stores, and protects data in accordance with applicable California laws, including the California Consumer Privacy Act (CCPA), and applicable federal data protection standards.

1. Scope of Application

This policy applies to all data collected, stored, or transmitted by Constructco in the course of business, including but not limited to:

- Client contact information
- Project files and documentation
- Employee records
- Subcontractor onboarding materials
- Financial transactions and payment details
- Communications and proposals submitted via Constructco's website or CRM systems

This policy applies to all Constructco operations, including projects governed by public contracts, private agreements, or federally funded scopes. It covers both digital and hard copy data.

2. Collection of Data

Constructco collects data directly from clients, employees, subcontractors, and vendors as needed to:

- Execute contracts and fulfill project requirements
- Process invoices, payments, and tax documentation
- Verify identity, licensing, and insurance compliance for vendors
- Maintain accurate employment records and comply with labor law
- Submit project bids, proposals, and regulatory forms
- Communicate with clients and respond to inquiries

We do not purchase or sell consumer data.

3. Use of Data

Data collected by Constructco is used solely for business operations. Typical uses include:

- Project coordination, scheduling, and communication
- Legal and financial compliance
- Subcontractor prequalification and workforce tracking
- Regulatory reporting and permitting
- Internal audits, safety logs, and training records

We do not use personal data for marketing or promotional resale purposes.

4. Data Storage & Retention

Constructco retains business records and communications for a minimum of seven (7) years, or longer if required by applicable law or contract. This includes:

- Jobsite photos and reports
- Employee timecards and payroll data
- Subcontractor certifications and insurance records
- Client emails, contracts, and invoices

All retained data is stored in encrypted or access-controlled environments, either via secure cloud-based systems or within locked physical storage.

5. Data Protection & Access Control

Constructco enforces access limitations on sensitive information. Only authorized personnel may access:

- Employee and HR records
- Financial and bank data
- Legal files or regulatory correspondence
- Confidential project files and proprietary materials

Digital systems utilize multi-factor authentication, role-based access, and secure password protocols. Hard copy files are protected through physical security and document retention protocols.

6. Subcontractor and Third-Party Data Use

When Constructco shares information with approved subcontractors or vendors, it is limited to the scope necessary to perform project work or regulatory submissions. All subcontractors are required to:

- Maintain confidentiality of client and jobsite data
- Refrain from unauthorized distribution or reuse of information
- Destroy sensitive data upon project completion, where applicable

Violation of these terms may result in termination of relationship and legal escalation.

7. Data Breach Response

In the event of a suspected data breach, Constructco will:

- Notify affected parties within a commercially reasonable timeframe
- Conduct an internal investigation and identify the scope of the breach
- Implement corrective measures and coordinate with legal counsel as required
- Cooperate with regulatory authorities and law enforcement where necessary

No data system is entirely immune from risk. However, Constructco maintains preventive safeguards aligned with commercial best practices.

8. Client Rights & Requests

Clients may request access to their data, request corrections, or request deletion of information in accordance with the California Consumer Privacy Act (CCPA), subject to applicable recordkeeping or regulatory obligations.

9. Policy Updates

This statement may be updated from time to time to reflect changes in law, technology, or operational practice. The most current version will be posted on Constructco's website and is available upon request.

Constructco is committed to lawful, secure, and transparent data use.

Our systems are structured to protect the interests of our clients, workers, and partners without compromise.