



DATA PROTECTION AND PRIVACY

On 25th May 2018, a privacy law known as the General Data Protection Regulation (GDPR), will come into effect. We are committed to respecting your privacy rights. We pledge to handle your data fairly and legally at all times. We will be transparent about what data we collect about you and how we use it.

WHAT DATA DO WE HOLD?

We may hold the following data:

- Contact Names
- Email Addresses
- Trading Addresses
- Telephone numbers (both landlines and mobiles)
- Bank Details
- All information pertaining to the work we are undertaking sent by yourselves electronically or by post

WHY DO WE COLLECT/KEEP YOUR DATA?

The data we hold is used in order to:

- Fulfil the contractual obligations we have undertaken
- Receive or make payments
- To provide some on-going support for a limited period if required

WE NEVER PASS ON ANY OF THIS INFORMATION TO ANY THIRD PARTY COMPANIES FOR MARKETING PURPOSES

HOW DO WE COLLECT/KEEP YOUR DATA?

Our data is held primarily online. Any electronic data is backed up to a secure cloud platform. We have limited paper records held securely in our respective home offices.

HOW LONG DO WE KEEP YOUR DATA?

Your details and any records are kept for as long as the contract stipulates. If this is not stipulated, it is for 12 months following completion of the contract. Following HMRC guidelines, financial information relating to the contract will be in our archive files for 7 years.

After the designated period, paper records are destroyed and online records are deleted.

WHAT ARE YOUR RIGHTS OVER YOUR PERSONAL DATA?

You have the right to request:

- Access to the personal data we hold about you
- The correction of your personal data when incorrect or incomplete
- Removal of any personal data you feel is not relevant to trading with us

If you are happy with this policy, then you do not need do anything.