

Hi,

The government is bringing in new legislation. General Data Protection Regulation (GDPR) is an EU regulation that will come into effect on 25th May 2018 and will introduce new data protection obligations for organisations and new rights for individuals. It will enhance existing DPA legislation and aims to ensure that businesses adopt a more stringent and practical approach to data protection.

To ensure that we comply with GDPR, I am providing everyone that contacts us this GDPR compliance information to let you know a little bit more about how we use the information you provide to us.

What information we hold about you –

We currently store some of your data on our 'Live' database. The information we hold comprises of your contact details within quotations and invoices for any work pending or that has been carried out.

Why do we hold this data -

So we can ensure that we are: keeping you informed quickly and efficiently on the progress of work undertaken by our company; for any relevant issues that may arise during this process and for providing an invoice when any building and construction work is signed off.

Any data on our live database will be deleted within six months if our company does not undertake any work quoted for.

But, due to HMRC rules and regulations, client invoices (in paper form and on a live database) will be held for seven years and then destroyed.

We will always tell you how we use your data, and we will make sure we collect and store your data safely and securely. We will never pass your detail to any third party without your specific consent.

A useful link from ICO explaining GDPR - <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/>

ACTION REQUIRED BY YOU

For GDPR purposes the government requires that fill in the GDPR field on our webpage. Typing 'YES' means you have consented to us keeping your data on file for the purposes outlined above.

- 1 By submitting your data through these means, you have consented to us holding your data on file and have no further action to take.

Many thanks

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