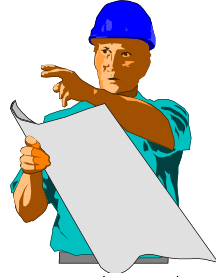


G & S Carpentry Services 1990 Limited



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Registered Number 59442

PRIVACY STATEMENT

Introduction and General Terms

G & S Carpentry Services 1990 Ltd (G & S) has created this privacy statement under the new General Data Protection Regulations 2018 (GDPR 2018). The statement is for your information and it covers how we collect, use, disclose and store your personal data. We are committed to protecting your personal information when using our services

In order for **G & S** to provide you with a full range of our services we sometimes need to collect information from you. This privacy statement explains the following:-

- What personal information we collect from you
- How we use information collected about you
- When we use your details to contact you
- Under which circumstances we may disclose your personal details to any third party

G & S is committed to safeguarding your personal information. When you provide such information we are legally obliged to use your information in line with all applicable laws concerning the protection of personal information, including the GDPR 2018. No system of data storage can be completely secure so if you have any concerns or complaints that your personal data held by **G & S** could have been compromised or someone could have discovered your personal details held by us please contact us immediately.

What 'personal information' will G & S collect about me?

When you request a quotation or when we enter into a contract with you we will collect your name, address, contact telephone numbers and email addresses together with photographs of the site where the proposed work will be undertaken. We require this information for a number of reasons including communicating with you to enable us to provide our services, to facilitate the production of job specifications and quotations, in relation to any communication we receive from other third parties involved in the service we provide for you e.g. subcontractors and suppliers, and in relation to any financial questions regarding invoices and payment.

We may need to pass on your personal information to third parties, e.g. subcontractors, suppliers, architects and insurers. This is often necessary to fulfil the service we wish to provide to you.

When will G & S contact me?

- For any communication regarding the service we are providing for you or to pass on any communication from third parties or subcontractors in relation to the service we are providing for you
- In relation to any financial questions pertaining to quotations, invoicing and payment

Will I be contacted for marketing purposes?

No

Will G & S share my personal information with anyone else?

We will keep your information within G & S except where disclosure is required or permitted by law(e.g. government bodies and law enforcement agencies) and when sharing is required to fulfil the contract between us and you e.g. specialist works involving plumbers, electricians etc.

How long will G & S keep my personal information?

We will hold your personal information on our systems for as long as it is necessary for the purpose of the supply of services and for any legal requirements. It is anticipated that your personal information will only kept for a period of 10 years as that is the legal requirement which we have to meet. We may need to hold information for longer than this period in the case of any guarantees on works.

Can I delete my personal information?

Once we enter into a contract we are required to hold your data for a minimum of ten years

Changes to G & S's privacy statement

This privacy statement may be updated from time to time.

You may contact G & S via the contact details on our website if you have any questions or comments regarding this privacy statement