

## **Privacy Policy “Malcolm Carveth Builders”**

This privacy notice aims to give you information on how Malcolm Carveth Builders collects and processes your personal data including any data you may provide through our website or in person when you sign up to our services.

Our services are not intended for children and we do not knowingly collect data relating to children.

It is important that you read this privacy notice together with any other privacy notice or fair processing notice we may provide on specific occasions when we are collecting or processing personal data about you so that you are fully aware of how and why we are using your data. This privacy notice supplements the other notices and is not intended to override them.

We don't ask you for personal information unless we truly need it. We don't share your personal information with anyone except to comply with the law, or protect our rights. We don't store personal information on our servers unless required for the on-going operation of our services.

The processing of personal data, such as the name, address, email address or telephone number of a subject shall always be in line with the General Data Protection Regulation (GDPR

### **Information we collect and use**

Information about you that we collect and use includes:

- Information about who you are e.g. your name, and your contact details
- Information about your contact with us e.g. meetings, phone calls, emails / letters

### **Where we collect your information**

We may collect your personal information directly from you, from a variety of sources, including:

- an application form for a product or service
- phone conversations with us
- emails or letters you send to us

### **Why do we collect the above information?**

To enable us to provide the service requested of us.

The file is kept for 10 years, it is then destroyed. Paper records are kept in the same alarmed building and are destroyed at 10 years of age.

We may share your information with third parties for the reasons of completing the building contract these may include:

Scaffolders, Groundworkers, Plasterers, Plumbers, Electricians; those in trade required to assist with the Building Works

Building Regulators for purposes of signing off the works

We will not disclose your data to any other party other than in accordance with this policy

### **Your Rights:**

We acknowledge that all individuals have the right to access the personal information/data that we maintain about them. An individual who seeks access, or who seeks to correct, amend or delete inaccurate data should direct this query to [janet@trevaunance.com](mailto:janet@trevaunance.com). If requested to remove data, we will respond within a reasonable timeframe, not to exceed one week.