



DATA PRIVACY STATEMENT Carpentry Joinery Services Limited

Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation 2018.

Who are we?

Carpentry Joinery Services Limited, our Office Manager, Elizabeth Jackson (liz@cjshalifax.co.uk) deals with procedures, policies and requests relating to Data Protection.

How do we process your personal data?

We comply with our obligations under the GDPR by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorized access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes

- Invoicing
- Site deliveries
- General contact

Third Parties who we share data with (with your consent)

Your personal data will be treated as strictly confidential, and will be shared only with:

- Subcontractors who are working on your site
- Suppliers who will deliver to your site

Who we do not share information with

Any outside party who is not directly related to your project

Your rights to your data

Unless subject to an exemption, under the GDPR, you have the following rights with respect to your personal data: -

- The right to request a copy of your personal data which Carpentry Joinery Services Limited holds about you
- The right to request that Carpentry Joinery Services Limited corrects any personal data if it is found to be inaccurate or out of date
- The right to request your personal data is erased where it is no longer necessary for Carpentry Joinery Services Limited to retain such data
- The right to request that the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller, known as the right to data portability, where applicable.
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing
- The right to lodge a complaint with the Information Commissioners Office.

How long do we keep your data?

We keep your data for the length of your project and until any guarantee period, or retention period has passed. At this point it will be moved to an archive unless you contact us to request removal. Financial data is required to be retained for a period of 6 years from the end of the current financial year.

How you can request removal of your data? (following required retention periods)

Contact liz@cjshalifax.co.uk and request removal of data, confirmation of this will be provided within 14 days.

How can you view any data held by us?

Contact liz@cjshalifax.co.uk and request a copy of your data, this will be provided within 14 days.

How is your data kept secure?

Carpentry Joinery Services Limited has several security measures in place for the security of data, paper copies are kept in locked filing cabinets within a locked office. Digital information is stored on a secure Cloud based server with access permitted by minimal staff via secure/password protected terminals.

Transfer of Data Abroad

Carpentry Joinery Services Limited has no reason to supply your data to any third party abroad/outside of the EU unless you have requested delivery of a product supplied from another country. Under these circumstances Carpentry Joinery Services Limited will ensure that only the minimum required information will be provided.

Further processing

If Carpentry Joinery Services Limited wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact liz@cjshalifax.co.uk
You can also contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.

Consent

By signing this form you are confirming that you have read this Data Protection Notice and that you are consenting to Carpentry Joinery Services Limited holding and processing your personal data for the purposes below:

Name: Date:
Address:
.....
Telephone:
Email address:

- Invoicing
- Deliveries
- General contact by staff/subcontractors, where necessary to complete works

By email by text by post by phone

You can grant consent to all the purposes; one of the purposes or none of the purposes. Where you do not grant consent, we will not be able to use your personal data (although this may impose limitations on our works at your site), except in certain limited situations, such as where required to do so by law or to protect members of the public from serious harm. If you do grant consent, please note you can withdraw your consent to all or any one of the above purposes at any time by contacting liz@cjshalifax.co.uk. Please note that all processing of your personal data will cease once you have withdrawn consent, but this will not affect any personal data that has already been processed prior to this point.