

## CUSTOMER PRIVACY NOTICE

J. L. Smallshaw Building Contractors is committed to protecting the privacy and security of your personal information.

This privacy notice describes how we collect and use personal information about you during and after your relationship with us, in accordance with the General Data Protection Regulation (GDPR).

We will collect personal information in order to be able to supply you with a quotation or estimate and invoice for carrying out building work. We require certain information to allow us to perform our contract with you and to comply with our legal obligations.

We will comply with the data protection law which states that the personal information we hold about you must be:

1. Processed lawfully, fairly and in a transparent manner
2. Obtained for specified and lawful purposes
3. Adequate, relevant and not excessive
4. Accurate and where necessary kept up to date
5. Kept for no longer than necessary
6. Kept secure

The GDPR gives you the following rights:

- Right to be informed
- Right of access
- Right to rectification
- Right to erasure
- Right to block or suppress processing
- Right to data portability
- Right to object
- Right to automated decision making and profiling

Under the right of access you are able to access the information which we are holding about you.

Your personal data will be retained by the Company for a period of seven years after payment of the completion invoice.

Signed: .....

Dated: .....

NAME