



## GDPR Privacy Policy

LC Joinery Roofing and Building Work LTD treat information of clients, customers, stakeholders and other interested parties with the utmost care and confidentiality.

With this policy, we ensure that we gather, store and handle data fairly, transparently and with respect towards individual rights.

### Scope

This policy refers to all parties (clients, customers, stakeholders, suppliers and other interested parties) who provide any amount of personal data to us.

### Procedure

As part of our operations, we need to obtain and process information. This information includes names, contact phone numbers, address and email addresses.

Our company collects this information in a transparent way and only with the full co-operation and knowledge of interested parties. Once this information is available to us, the following rules apply.

Our data will be:

- Accurate and kept up-to-date as is reasonably practicable for us to do so
- Collected fairly and for lawful or contractual purposes only
- Processed by the company within its legal and ethical boundaries
- Protected against any unauthorised or illegal access by external parties

Our data will not be:

- Communicated informally
- Stored for more than the specified amount of times
- Transferred to organisations, states or countries that do not comply with GDPR
- Distributed to any party other than the ones agreed upon by the data's owner

In addition to ways of handling the data the company has direct obligations towards people to whom the data belongs. Specifically we must:

- Let people know which of their data is collected
- Inform people about how we'll process their data
- Inform people about who has access to their information
- Have provisions in place to minimise risk of their data being lost or stolen.
- Allow people to request that they can see the data we hold on them

### How we comply with GDPR

To exercise protection of personal data we're committed to:

- Collect only personal data that is necessary for us to operate our service
- Provide transparent data collection procedures in place through privacy notices
- Maintain awareness through training of online privacy and security measures
- Have secure networks in place to protect online data from cyberattacks
- Establish clear procedures for reporting any breaches in confidentiality
- Communicate how we plan to use the personal data
- Support data protection practices - locked cabinets and password protected systems

Thanks

