

Repair Restore Rebuild Limited (“RRRL”)

Privacy Policy

Purpose

To clarify RRRL’s policy regarding any personal data that RRRL collects whether it be from customers, suppliers and/or members of staff.

Background

RRRL takes privacy seriously. The following principles underpin RRRL's approach to respecting your privacy:

RRRL value the trust that you place by giving us personal data. RRRL will only use this information in a way that is fair and worthy of that trust.

RRRL will provide clear information about how personal data is used.

RRRL shall be transparent about what information is collected, what is done with it, with whom it is shared and who you should contact if you have any concerns.

RRRL will take all responsible steps to protect your information from misuse and keep it safe.

RRRL will comply with all applicable data protection laws and regulations and will co-operate with data protection authorities.

What kind of personal information about you does RRRL process?

Personal and contact details, such as title, full name, bank details and contact details history;

Company details, such as office and/or site address, phone number, email address;

Date of birth, gender, home address, National Insurance number and salary details if employed by RRRL;

Records of your contact with us as via the phone, online, email;

Information which we obtain from the Credit Reference Agency including public and shared credit history, financial situation and financial history.

Who to contact within RRRL with concerns about personal information or its use?

Mr Kevin Wright (data controller) can be contacted by email at kewright@repair-restore-rebuild.com

Does RRRL do any monitoring involving processing of personal information?

RRRL may monitor where permitted by law. The information monitored may be shared for business purposes within the company with the Directors and staff and externally with any authorised Government body that requires the information held, i.e. HMRC.

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How long does RRRL retain personal information?

For as long as we have reasonable business needs, such as managing our relationship with you and managing our operations;

For as long as we provide and/or are provided with goods and and/or services;

Retention periods in line with legal and regulatory requirements or guidance.

What are your rights under data protection laws?

The right to be informed about the processing of your personal information;

The right to have your personal information corrected if it is inaccurate and completed if incomplete;

The right to object to RRRL processing your personal information;

The right to restrict processing of your personal information;

The right to have your personal information erased (the right to be forgotten);

The right to request access to your personal information;

The right to move, copy or transfer your personal information (data portability);

Consent

Consent is required by RRRL to process all types of personal data, but it must be explicitly given.

By consenting to this Privacy Policy, you are giving RRRL permission to access any personal data held specifically for the purpose identified in the policy.

Disclosure

RRRL will not pass on your personal information to third parties.

Should you wish to have any information held on file removed, once completion of works/supply of services and/or employment has taken place, please inform RRRL in writing by email to Mr Kevin Wright at: kewright@repair-restore-rebuild.com