



Privacy Notice – Clients/Suppliers/Sub Contractors

What information do we collect from you?

If we have contacted you in a business to business capacity we will have logged your name, the name of your business or organisation, your email address and/or a contact telephone number, your job title, the postal address of your business or organisation.

If you have made an initial enquiry with us to provide you with a quote for works then we will have logged your name, contact number, email address and property address to enable us to meet your enquiry needs.

If you are a sub-contractor then we will have logged your name, contact number, email address and home address together with your next of kin details to be used in an emergency.

The Personal Data we collect is categorised as contact details.

Why do we collect this information?

We collect this information, for the provision of completing quotations, ordering materials and carrying out our work to properties. We collect your Personal Data according to our legitimate interests of providing you with information on our services and updating you on progress with your works.

Who might we share your information with?

We will share your Personal Data with our sub-contractors and suppliers to enable them to fulfil the requirements of the works. We will **not** share this information without your prior written/emailed consent.

What do we do with your information?

We will use your Personal Data to communicate with you by telephone, email or post to provide you with quotations, costings, variations and updates on your works.

How long do we keep hold of your information?

We are required to retain information on completed works for a period of 6 years after completion of the building works. For suppliers we will retain information for a maximum time of 12 months after we last contacted you.

Sub-contractors information will be retained until such time as they no longer sub contract for us on any works.

Is your information used for any automated decision making?

We do not process your Personal Data for the purpose of automated decision making.

What are your rights?

You can contact us at enquiries@kirkdalebuildings.co.uk and:

- Ask us to provide a copy of the Personal Data for you that we hold or process.
- Request that we correct the Personal Data for you that we hold or process.
- Object to our processing of your Personal Data.
- Inform us that you want the Personal Data we hold on you erased.

If you are unhappy with our processing of your Personal Data; or our handling of a related request you can complain to the ICO at <https://ico.org.uk/concerns> or contact them by telephone on 0303 123 1113.

You also have the right to take legal action if you are not satisfied with our handling of your Personal Data; or how we deal with a related request.

Will your information be transferred overseas?

There is no requirement for Kirkdale Buildings Limited to transfer your information overseas.

What are our contact details?

This Privacy Notice is issued by Kirkdale Buildings Limited

Our principal place of business is at 7, Wise Street, Leamington Spa, Warwickshire, CV31 3AP

You can contact us:

By post, using the postal address given above. By telephone, on 01926 332142; or by email using enquiries@kirkdalebuildings.co.uk