

# **Website Info (DP)**

## **General Data Protection Regulation (GDPR) - 25<sup>th</sup> May 2018**

### **What information we gather & how it is used:**

This includes your title, name, address, telephone numbers and email address.

### **These details are gathered for the purposes of:**

Booking an appointment as requested by yourself

Providing a quotation as requested by yourself

Completing agreed works as requested by yourself

### **On occasions it may be necessary to share your details with:**

Sub Contractors - Where specialist services are required

Suppliers - Where material matches/direct deliveries are required

Local Authority/Building Control - Certification

Data will be used to provide essential documentation and will be retained on file for 10 years

### **How/Where is the data stored?**

We hold your personal data on office computers/ back up stored in a locked box, Sage software, our outlook email system and as physical printouts stored in a locked room.

### **Who has access to this data?**

DP Staff