

GW & JS Construction Ltd - Data Protection & Privacy Policy

Any personal data provided by you to GW & JS Construction Ltd either verbally, written, electronically or through our website will be held and processed in order that we are able to provide the services you have requested from us.

This policy only applies to information collected by GW & JS Construction Ltd. When you request a quotation from GW & JS Construction Ltd and provide us with your details you will be asked to give your consent to us processing your data as detailed below.

What information do we collect?

- Name
- Full Postal Address
- Email Address
- Contact Phone Number

What do we use your information for?

- To arrange a visit to your premises to provide a quotation
- To keep in touch with you with regards to start dates
- To notify you of any changes to the schedule of works
- To pass onto our staff or other contractors so that they can attend your premises to carry out the work
- To invoice you for work carried out

What information do we share?

- Should you instruct GW & JS Construction Ltd to carry out the work we will share your information with sub-contracted scaffolding companies, skip hire companies, suppliers and GW & JS Construction Ltd staff and sub-contractors so that the work can be carried out
- Otherwise we **do not share** any information about you with anyone else

How do we keep your information safe?

- All information you provide to us is stored as securely as possible
- All electronic records are stored on our own on-site computer server, all access to which requires password-protected authentication, or by reputable service providers using secure internet 'cloud' technology
- Our computer is backed up to a Synology server which is encrypted and requires password authentication
- Unfortunately, we cannot guarantee the security of your data sent via email which is at your own risk. However, we will do our best to protect your information using up-to-date firewall protection
- Your details will be held in the diary of the Director, Jason Staines, which is locked in a secure safe overnight.
- Your information will be held for six years to comply with HMRC regulations and those who have been given a 10-year guarantee for work will have their details held for 10 years – after which the paperwork will be destroyed via a shredder

Your rights

- You can ask us to provide a copy of the information held by us and we must provide this at no cost to yourself
- You may withdraw your consent for us to hold your information at any time. However, if you do this while GW & JS Construction Ltd are engaged in work for you, the works shall require stopping and you will be invoiced immediately for costs incurred to that point.