

# C. J. B.

PLUMBING, HEATING AND GAS FITTING SPECIALISTS

## GENERAL DATA PROTECTION REGULATION (GDPR)

- *Why do we collect and process personal data?*

We need to collect and process some of your personal data to be able to contact you to arrange to visit your property to carry out work and to contact you to invoice for said work. Normally we would only need name, address, phone numbers and e-mail address. This data is provided by you. This information is kept on our secure computer customer database. We do not store bank details or card payment details.

- *Who do we share your personal data with?*

We share your personal data with our own engineers and subcontractors. We may also share some of your personal data with suppliers, for example to help delivery drivers find your property. We will never pass your data onto anyone who is not directly related to your job. We do not use your data for marketing purposes.

- *Lawful basis for processing*

We have a legitimate interest in keeping your data on record so that we can contact you easily for current and future work.

- *Retaining your data*

We will keep your data as part of our company records for a minimum of seven years, or more, as long as we have your consent. You can request details or update the personal data we hold for you at any time.

