

CDS Electrical Privacy Policy

Our contact details

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The type of personal information we collect

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, name and contact details)
- Email addresses

How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- To provide a quotation for works at your request
- To provide invoices/receipts following works completed at your request
- To submit certification following works completed

We also receive personal information indirectly, from the following sources in the following scenarios:

- From main contractors following the instruction of sub-contract works

We use the information that you have given us in order to to submit certification following works completed

We may share this information with NICEIC, MCS, RECC and Local Authority Building Control.

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

We have a contractual obligation.

How we store your personal information

Your information is securely stored.

We keep names, address, email addresses for 7 years We will then dispose your information by removing your data from our finance records.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at The Barn, 45a Main Street, Saxby All Saints, Brigg, North Lincolnshire DN20 0QF or cds.electrical@outlook.com if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at The Barn, 45a Main Street, Saxby All Saints, Brigg, North Lincolnshire DN20 0QF or cds.electrical@outlook.com

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>