**D C BUILDING DEVELOPMENTS LTD**

**PRIVACY POLICY**

**Our contact details:**

Date Updated: 07/03/2023

Name: D C BUILDING DEVELOPMENTS LTD

Address: 35 HAWTHORN LANE, MALVERN, WR143LA

Phone Number: 01684568100

E-mail: dcbuilding-devel@sky.com

Website: ww.dcb-developments.co.uk

ICO Registration reference: ZA716350

**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)
* Client name
* Home Address
* Email Address
* Telephone number

**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:

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

* Emails and our website (<https://dcb-developments.co.uk/>)

We use the information that you have given us in order to We store this information for, quotations, invoices, site visits, on site work locations and for direct contact with client.

We may share this information with our subcontractors and suppliers. For works carries out and deliveries.

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

**(a) Your consent. You are able to remove your consent at any time. You can do this by contacting DAVID CALE**

**(b) We have a contractual obligation.**

**(c) We have a legal obligation.**

**(d) We have a vital interest.**

**(e) We need it to perform a public task.**

**(f) We have a legitimate interest.**

**How we store your personal information**

Your information is securely stored.

We keep all types of personal information in a locked filing cabinet, in a locked office for a maximum term of 7 years. We will then dispose your information by shredding.

**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 dcbuilding-devel@sky.com , 01684568100 or 35 Hawthorn Lane, Malvern, Worcestershire, WR143LA 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 dcbuilding-devel@sky.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>