



DATA POLICY – GDPR COMPLIANCE

Your data

GDPR will apply in the UK from 25th May 2018. The government has clarified that the UK's decision to leave the European Union will not impact the enforcement of GDPR. The regulations apply to both 'controllers' and 'processors', and is inclusive of organisations operating within the EU, as well as those outside of the EU that offer goods or services to individuals in the EU. We have set out below how we handle your data when you supply your information with us.

Sash Window Rescue Ltd

Sash Window Rescue Ltd is a data controller involved in the restoration, repair and installation of windows and doors.

Use of your information

The information you supply to *Sash Window Rescue Ltd* will be used specifically for the administration of your contract to us. The processing is necessary to fulfill;

- Our obligations under are contract with you.
- For legal obligations *Sash Window Rescue Ltd* may use and process data to comply with our legal obligations such as HMRC requirements, to identify you as an individual if you contact us, or to verify the accuracy of your data.

Once processed *Sash Window Rescue Ltd* will be a data controller and will use your information for administration, guarantees and similar activities such as enquiries and complaints

The information you supply to us, *Sash Window Rescue Ltd*, may be provided to third parties such as solicitors, repairers and sub-contractors.

Security of information

Sash Window Rescue Ltd has implemented accepted standards of technical measures and security policies that are aimed at protecting your personal data it has under it's control from:

- Unauthorised access.
- Improper use or disclosure.
- Unauthorised modification.
- Unlawful destruction or accidental loss.

All *Sash Window Rescue Ltd's* personnel are required to keep personal information confidential and only authorised persons have access to such information.

Your right to view or remove your data

You have a right to see what data we hold on you, and ask for it to be removed if you so wish, providing it is not required to be held for legal obligations. Please contact us for more details.