



## **General Data Protection Regulations (GDPR)- Privacy Policy Statement 2018**

The above regulations will be enforceable from 25<sup>th</sup> May 2018 & affect all businesses including small businesses like ourselves.

We have a legal obligation to inform you how we process your data, how it is stored & who receives it.

We store your data on a basic database programme & on the email address book on our computer systems. We use this information to correspond with you.

Hard copies of quotations/job sheets are stored in a secure room for a maximum of 2 years. Invoice details are stored securely in line with government HMRC regulations.

The data we store may include part or all of the following information:-

You're Name

You're Address

You're Phone Number(s)

You're Email Addresses

Bank Details (Account number & sort code)-For payment purposes only.

We do not hold any information on health, dates of birth, race, sexual orientation, religion or political beliefs therefore, any breaches would be considered low risk.

We do not share or sell any of the above information with any outside parties & do not use this data for marketing.

We have never had a data breach to date & we do safeguard any sensitive data as far as reasonably practicable.

Please contact us at your very earliest convenience if you wish us to update or erase your information from our records & for us to arrange an alternative way of corresponding.

## Third-Party Data Processors

We use a number of Third-Party Data Processors to process personal data on our behalf. Listed below are the Third-Party Data Processors currently operating on this website?

Each of these Third-Party Data Processors has been carefully chosen and is responsible for achieving their own GDPR compliance. An external link to each Processor's Privacy Policy / Statement has been included for reference.

### Site Visitation Tracking

#### Google Analytics

Like most websites, this website uses Google Analytics tracking to monitor user interaction. We may use this data to assess the number of people visiting our site and their engagement with our content to better understand their behaviour and to ultimately provide a better user experience.

To view the types of data collected by Google Analytics, see:  
<https://www.google.com/analytics/analytics/features/>

The data collected is held for a retention period of 26 months.

To view Google's Data Protection Statement, see:  
<https://privacy.google.com/businesses/compliance>

Though Google Analytics records data such as your device, Internet browser, operating system and geographical location, none of this information is personally identifiable to us.

Google Analytics also records your computer's IP address, which could be used to personally identify you, but Google Analytics does not grant us access to this information.

Subsequently, any requests for the retrieval of personally identifiable data that is recorded and stored by Google Analytics should be submitted directly to Google.

We consider Google Analytics to be a Third-Party Data Processor.

### Add This Share Buttons

This website may include the integration of the Add This Share Buttons software application, allowing our visitors to share the web page they are currently viewing via email and/or their social networks.

To discover what add this share bars do, see:  
<https://www.addthis.com/academy/guide-addthis-share-buttons>

Although Add this tracks generalised analytical data by default, any functionality regarding data collection and processing has subsequently been proactively disabled.

For your reference however, we have included a link below to add this' Privacy Policy:  
<https://www.addthis.com/privacy/privacy-policy>.

We consider add this to be a Third-Party Data Processor.

## **Cookies**

### **Use of cookies**

A "Cookie" refers to a small file that is downloaded onto your device (such as your computer, mobile phone or tablet) whenever you visit a website. These "Cookie files" allow the websites you visit to recognise your device and to gather information about your interaction with the website, as well as the device you are using.

A Cookie, by itself, cannot be used to identify you.

We use Cookies to monitor your behaviour once on our website, enabling us to amend our content with a view to improving your user experience.

### **Opt-Out of Cookies**

You can choose to opt-out of cookies being stored on your device by disabling Cookies in the "Settings" your Internet browser, commonly found under the "Privacy" and / or "Security" tab(s). For step-by-step guides on how to remove cookies in various internet browsers, please [click here](#).

If you do choose to refuse all Cookies and opt-out of Cookie Tracking, our website may not function for you as intended.

If you have any questions about how we use Cookies, please contact us.

### **Links to Other Websites**

This Third-Party Data Processors policy does not cover the links to external websites contained within this website. We encourage you to read the Privacy Statements on the other websites you visit.

### **Changes to This Privacy Notice**

We keep our privacy notice under regular review. This privacy notice was last updated on 22 May 2018.