

LAKER BFS - PRIVACY POLICY

Laker Building & Fencing Supplies Ltd; ("We") are committed to protecting and respecting your privacy. This policy sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it. By visiting you are accepting and consenting to the practices described in this policy.

For the purpose of the General Data Protection Regulation (the GDPR), the data controller address is the register Office and HQ of Laker Building & Fencing Supplies Ltd, 53 Gatwick Road, Manor Royal, Crawley. West Sussex. RH10 9RD.

CONTACT

If you have any queries about how we use your personal information you can contact us on any of the following mediums:

Email: enquiries@lakerbfs.co.uk

Telephone: **0207 048 8867**

INFORMATION WE MAY COLLECT FROM YOU

We may collect and process the following data information about you:

You may give us information about you by filling in forms on our website service or by corresponding with us by phone, e-mail or otherwise. This includes information you provide when you submit an enquiry on our website, subscribe to our services, search for information, and if we were to provide services that allow you to participate in discussion boards or other social media functions on our site, enter into a survey or when you report a problem with our site. The information you give us may include your name, address, e-mail address and phone number, financial information, and other personal information.

USES MADE OF THE INFORMATION

We use information held about you in the following ways:

We will use the information you provide to us:

- to carry out our obligations arising from any contracts entered into between you and us and to provide you with the information, products and services that you request from us;
- to take steps, at your request, to enter into a contract to provide our services. For example, we may process your personal information to discuss our services with you or provide a quote for our services; Group companies may use your data and they will contact you by telephone and any subsequent means that you may agree with them. If you do not want us to use your data in this way, or to pass your details onto other Group companies for marketing purposes, please note that you have the right to object to this use of your personal information and to restrict our use of your personal information.
- to provide you with information about other services we offer that are similar to those that you have already purchased or enquired about;

- to provide you, or permit selected third parties namely, Horsham District Council and Mid Sussex District Council, and other Group companies that may exist, to provide you with information about goods or services we feel may interest you. If you are an existing client, we will contact you by electronic means (e-mail or SMS), telephone or in writing with information about services similar to those which we provided to you or which were the subject of a previous enquiry from you. If you are a new customer, and where we permit other Group companies to use your data, they will contact you by telephone and any subsequent means that you may agree with them. If you do not want us to use your data in this way, or to pass your details onto other Group companies for marketing purposes, please note that you have the right to object to this use of your personal information and to restrict our use of your personal information. You can exercise your right to object and/or restriction by contacting us using the above contact details;
 - to notify you about changes to our service;
 - to ensure that content from our site is presented in the most effective manner for you and for your device;
 - to administer our site and for internal operations, including troubleshooting, data analysis, testing, research, statistical and survey purposes;
 - to improve our site to ensure that content is presented in the most effective manner for you and for your device;
 - to allow you to participate in interactive features of our service, when you choose to do so;
- as part of our efforts to keep our site safe and secure;
- to measure or understand the effectiveness of advertising we serve to you and others, and to deliver relevant advertising to you;
 - to make suggestions and recommendations to you and other users of our site about services that may interest you or them.

DISCLOSURE OF YOUR INFORMATION

We may share your personal information with any member of our Group if they exist, which includes any other current or future subsidiaries, holding company and its subsidiaries, as defined in section 1159 of the UK Companies Act 2006 should they exist.

We may share your information with selected third parties including:

- Business partners, suppliers and sub-contractors for the performance of any contract we enter in to with them or you.
- Debt recovery agencies for the purposes of recovering any outstanding service fees you may owe us.

We may disclose your personal information to third parties:

- In the event that we sell or buy any business or assets, we may disclose your personal data to the prospective seller or buyer of such business or assets.
- If Laker Building & Fencing Supplies or substantially all of its assets are acquired by a third party, in which case personal data held by it about its customers will be one of the transferred assets.

- If we are under a duty to disclose or share your personal data in order to comply with any legal obligation, or in order to enforce or apply our 'Website Terms of Use' and other agreements; or to protect the rights, property, or safety of us, our customers, or others. This includes exchanging information with other companies and organisations for the purposes of fraud protection and regulatory compliance.
- Such as our lawyers, accountants and other professional advisers who, from time to time, provide us with professional services to ensure our legal and regulatory compliance.

WHERE WE STORE YOUR PERSONAL DATA

The data that we collect from you may be transferred to, and stored at, a destination outside the European Economic Area ("EEA"). It may also be processed by staff operating outside the EEA who work for us or for one of our suppliers. Such staff may be engaged in, among other things, the fulfilment of our contractual agreement with you, the processing of your payment details and the provision of support services. By submitting your personal data, you agree to this transfer, storing or processing. We will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this privacy policy.

All information you provide to us is stored on our secure servers. Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to our site; any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.

DATA RETENTION

If you contract our services we will store your personal data for up to six years from completion of our services. This is to enable us to refer to our records and carry out a thorough investigation in the unlikely event that you want to bring a claim against us with the six year limitation period and to be able to provide company records if so required covering a six year period.

YOUR RIGHTS

- Right to access

You have the right to request copies of the personal information we hold about you at any time.

- Right to rectification

You have the right to request that we correct any inaccurate personal information we hold about you.

- Right to erasure

You have the right to request that we delete your personal information from our records.

Please note that we will not be able to delete your personal information whilst we are still providing our services to you. We will be able to delete your personal information once you cancel the service or once the service is completed.

- Right to restrict processing

You have the right to request that we restrict how we use your personal information.

- Right to object

You have the right to object to the collection and use of your personal information at any time.

- Right to data portability

You have the right to obtain a copy of your personal information in a legible and compatible format such as Excel or Word.

CHANGES TO OUR PRIVACY POLICY

Any changes we may make to our privacy policy in the future will be posted on this page and, where appropriate, notified to you by e-mail. Please check back frequently to see any updates or changes to our privacy policy.

COMPLAINTS

You can lodge a complaint with us directly by contacting us on one of the above contact details. You also have the right to lodge a complaint directly with the Information Commissioner's Office (ICO). The ICO are the regulator who makes sure that we use your personal information in a lawful way. You can lodge a complaint with the ICO by following this link <https://ico.org.uk/make-a-complaint/> or calling the ICO on 0303 123 1113.