

Privacy Policy

We are J.Shearer Roofing Ltd. Our Registered office is at 4 Eaglesham Road, Clarkston G76 7BT. Telephone 0141 638 6613

Here at J.Shearer Roofing Ltd we take your privacy very seriously. 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 practices regarding your personal data and how we will use it.

J.Shearer Roofing Ltd is a "Data Controller," which means that we are responsible for deciding how we hold and use personal information about you. We are required - under data protection legislation - to notify you of the information contained in this privacy notice.

It is important that you read this notice – together with any other privacy notice we may provide on specific occasions when we are collecting or processing personal information about you – so that you are aware of how and why we are using such information.

What Information do we collect and how do we use it?

We collect your personal data because it is necessary, in relation to taking steps to enter into a contract with you and/or performance of a contract with you.

We may collect, store and use the following kinds of data about you:

Personal Information:

- a** Name
- b** Address
- c** Telephone Number
- d** Email Address
- e** Information with regards to works required/ installed at your property/business and any works carried out during visits to your property/business.

We may use your personal data to:

- a** 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.
- b** Provide you with information about other goods and services that we offer, which are similar to those that you have already enquired about.
- c** Send statements and invoices to you.

- d** Comply with our statutory and regulatory obligations.
- e** Deal with enquiries and complaints made by you.

Who do we Share it with?

We will not share your personal data with others, unless:

- a** We are under a duty to disclose or share your personal details to comply with any legal obligation or in order to enforce or apply our rules.
- b** We will share your information with third party companies that we work in conjunction with which allows us to provide the service we give you and fulfil the contract.
- c** Our business enters a joint venture with - or is sold to or merged with - another business. We may then share your personal details with our new business partners or owners.

We keep information, which forms part of our business record for a minimum of six years. That is because we may need it in some way to support a claim or defence in court. That is also the period within which our tax collecting authorities may demand to know it.

Your Rights

The Act gives you the right to access personal information held about you. You can find out if we hold any personal information about you by making a “subject access request” under the Data Protection Act 1998. If we do hold information about you, we will:

- a** Give you a description of it;
- b** Tell you why we are holding it;
- c** Tell you who it could be disclosed to; and
- d** let you have a copy.

Any formal subject access request should be made in writing to the address above and may be subject to an admin fee to meet our costs in providing you with the details of the information we hold about you.