

# Adam Woodhouse Windows Ltd

## AW. Windows

UPVC Windows, Doors, Conservatories, Fascias, Soffits and Guttering

Firstone  
Yarnscombe  
Barnstaple  
EX31 3LW

01769 560655 /  
07968472972  
aw.windows@hotmail.co.uk

### Privacy Notice

#### **Your personal data – what is it?**

“Personal data” is any information about a living individual which allows them to be identified from that data (for example a name, photographs, videos, email address, or address). The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the General Data Protection Regulation (the “GDPR”) and other legislation relating to personal data and rights.

#### **Who are we?**

This Privacy Notice is provided to you by Adam Woodhouse Windows Ltd which is the data controller for your data.

#### **Purpose**

We collect your data to take steps towards entering into a contract with you to provide a service and to provide essential documentation relating to this service. Your data will be retained on file for the duration of our relationship and/or the lifetime of the guarantee which does not exceed 10 years.

#### **Other data controllers the company works with:**

- FENSA
- GGFI

We may need to share your personal data we hold with them for the purpose of fulfilling the requirements of the Competent Person Scheme for self-certification under the Buildings Regulations and provide essential documentation and will be retained on files for the lifetime of the guarantee which does not exceed 10 years’.

If we and the other data controllers listed above are processing your data jointly for the same purposes, then the company and the other data controllers may be “joint data controllers” which mean we are all collectively responsible to you for your data. Where each of the parties listed above are processing your data for their own independent purposes then each of us will be independently responsible to you and if you have any questions, wish to

VAT No. 232 3460 41

AW Windows is the trading name of Adam Woodhouse Windows Ltd. Adam Woodhouse Windows Ltd is a company registered in England and Wales with company no 10747111. Registered Office: Firstone, Yarnscombe, Barnstaple, Devon EX31 3LW

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exercise any of your rights (see below) or wish to raise a complaint, you should do so directly to the relevant data controller.

A description of what personal data the council processes and for what purposes is set out in this Privacy Notice.

## **Adam Woodhouse Windows will process the following personal data where necessary to perform its tasks:**

- Names, titles, and aliases;
- Contact details such as telephone numbers, addresses, and email addresses;

Your data will be held securely in both paper and electronic format. We will not process sensitive or other special categories of personal data and we do not transfer data abroad.

## **Adam Woodhouse Windows will comply with data protection law. This says that the personal data we hold about you must be:**

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept and destroyed securely including ensuring that appropriate technical and security measures are in place to protect your personal data to protect personal data from loss, misuse, unauthorised access and disclosure.

## **Your rights and your personal data**

You have the right to access the personal data we hold on you, correct and/or update that information, have your personal data erased (subject to any legal obligation we may have), the right to object to any processing of your data and the right to withdraw consent to the processing at any time.

We keep this Privacy Notice under regular review and we will place any updates on this web page [www.adamwoodhousewindows.co.uk](http://www.adamwoodhousewindows.co.uk) This Notice was last updated in May 2018.

Please contact us if you have any questions about this Privacy Notice or the personal data we hold about you or to exercise all relevant rights.



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