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## PRIVACY POLICY

As you may be aware, there was a new law regarding General Data Protection Regulations 2018 (GDPR) that came into effect on 25<sup>th</sup> May 2018.

We are taking this opportunity to set out how we use your personal data.

ST Building Services & Forres PVC Windows & Doors takes the privacy of your personal data very seriously and we will only use your information to deliver the services you have requested from us and to meet our legal responsibilities.

### How do we collect your personal information?

We obtain all information directly from you at the time of engaging our services, so that we can provide goods and services at your request. This may include name, address and contact details.

### How is your personal data used?

Depending on the service you engage us to deliver, and in order to deliver that service, we may use your information to:

- Contact you by post, telephone or email



Scottish Building  
Federation

ST Building Services (Forres) Ltd  
Registered Office: 103 High Street, FORRES, IV36 1AA.  
Company Number: SC358458 VAT No. 972 1316 29



- Maintain our records in accordance with legal and regulatory obligations

### **Who is the information shared with?**

For the purpose of GDPR ST Building Services & Forres PVC Windows & Doors is the data controller.

From time to time we may need to share your personal data with a 3<sup>rd</sup> Party.

The type of organisations we may need to share your information are:

- Independent Network Veka
- Ritsons - Company accountants
- Moray Council Planning or Building Control
- Highland Council Planning or Building Control

ST Building Services & Forres PVC Windows & Doors will not share your data for marketing purposes.

### **Storage of your data**

All data held by ST Building Services & Forres PVC Windows & Doors is stored in the following manner:

- Stored in folders with access restricted to authorised personnel only.
- Your data is stored within our computerised accounting system. The system is password protected and access is restricted to authorised personnel only.
- The systems are backed up each night and stored on our server.

Your data will be treated confidentially throughout your business relationship with ST Building Services & Forres PVC Windows & Doors and will be retained for 7 years to ensure that we have access to any account information that could be required legally.



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