

Central Flooring Services Limited is committed to protecting and respecting your privacy and complying with data protection laws. This Privacy Policy sets out the basis on which any personal data we collect from or about you, or that you provide to us, will be processed by us.

## WHAT WE COLLECT

Central Flooring Services Limited will only collect the information required to provide you with our services.

Data may also be obtained from third parties, for example, construction intelligence and lead generation services. We will ensure that any companies we use for this purpose are members of the Direct Marketing Association (DMA).

## WHAT WE DO WITH THE INFORMATION WE GATHER

Your personal information will be used when necessary to provide quotations and/or for us to perform our obligations under a contract with you, for example, where you have purchased services from us.

We will never pass your information to any party outside of Central Flooring Services, unless this is required by law to do so, or it assists with the provision of our services, for example, to deliver materials direct.

## HOW LONG WE STORE YOUR DATA FOR

We will not keep your information any longer than needed to provide the services you require. We may keep your data longer if we need to retain it for legal, regulatory or best practice reasons.

## SECURITY

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect.

Ref:	HR-ClientPrivacyPolicy-PO-014	Rev:	1.0	Document Owner	SHEQ	Date	MAY 2019	Review Date	MAY 2020
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**DATA PROTECTION AND REMOVAL OF DATA**

You may request details of personal information which we hold about you. If you would like a copy of the information we keep on our systems about you, please write or email our head office. If you believe that any information we are holding is incorrect or incomplete, please write or email us as soon as possible. We will promptly correct any information found to be incorrect.

You can ask us at any time to delete the information we hold on you by emailing [jules.s@centralflooringservices.co.uk](mailto:jules.s@centralflooringservices.co.uk), calling 0116 296 3422 or writing to our office.

If you have a complaint about how we have used your information, you have the right to complain to the Information Commissioner's Office (ICO).

Signed:

A handwritten signature in black ink, appearing to read 'K. Stokes'.

**Kyle Stokes, Director**  
May 2019

Signed:

A handwritten signature in blue ink, appearing to read 'R. Jinks'.

**Richard Jinks, Director**  
May 2019

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