

Privacy Policy Notice

The policy: This privacy policy notice is served by UK Commercial Roofing Limited, The Views, Blackberry Way, Woodseaves, Staffordshire. ST20 0QZ under the web site www.boviscontracts.co.uk. The purpose of this policy is to explain to you how we control, process, handle and protect your personal information through the business and while you browse or use this website. If you do not agree to the following policy you may wish to cease viewing / using this website, and or refrain from submitting your personal data to us.

Policy key definitions:

"I", "our", "us", or "we" refer to the business, UK Commercial Roofing Limited.

"you", "the user" refer to the person(s) using this website.

GDPR means General Data Protection Act.

PECR means Privacy & Electronic Communications Regulation.

ICO means Information Commissioner's Office.

Cookies mean small files stored on a user's computer or device.

Key principles of GDPR:

Our privacy policy embodies the following key principles; (a) Lawfulness, fairness and transparency, (b) Purpose limitation, (c) Data minimisation, (d) Accuracy, (e) Storage limitation, (f) Integrity and confidence, (g) Accountability.

Processing of your personal data

Under the GDPR (General Data Protection Regulation) we control and / or process any personal information about you electronically using the following lawful bases.

We are registered with the ICO under the Data Protection Register, our registration number is: **ZA454171**.

Lawful basis: Consent

We process your information in the following ways:

Data retention period: We will continue to process your information under this basis until you withdraw consent, or it is determined your consent no longer exists.

Sharing your information: We do not share your information with third parties. / We do share your personal information with third parties and they include;

Lawful basis: Contract

We process your information in the following ways:

Data retention period: We will continue to process your information under this basis until you withdraw consent, or it is determined your consent no longer exists.

Sharing your information: We do not share your information with third parties. / We do share your personal information with third parties and they include;

Lawful basis: Legal obligation

We process your information in the following ways:

Data retention period: We will continue to process your information under this basis until you withdraw consent, or it is determined your consent no longer exists.

Sharing your information: We do not share your information with third parties. / We do share your personal information with third parties and they include;

Lawful basis: Vital interests

We process your information in the following ways:

Data retention period: We will continue to process your information under this basis until you withdraw consent, or it is determined your consent no longer exists.

Sharing your information: We do not share your information with third parties. / We do share your personal information with third parties and they include;

Lawful basis: Public task

We process your information in the following ways:

Data retention period: We will continue to process your information under this basis until you withdraw consent, or it is determined your consent no longer exists.

Sharing your information: We do not share your information with third parties. / We do share your personal information with third parties and they include;

Lawful basis: Legitimate interests

We process your information in the following ways:

Data retention period: We will continue to process your information under this basis until you withdraw consent, or it is determined your consent no longer exists.

Sharing your information: We do not share your information with third parties. / We do share your personal information with third parties and they include;

Lawful basis: Special category data

We process your information in the following ways:

Data retention period: We will continue to process your information under this basis until you withdraw consent, or it is determined your consent no longer exists.

Sharing your information: We do not share your information with third parties. / We do share your personal information with third parties and they include;

Lawful basis: Criminal offence data

We process your information in the following ways:

Data retention period: We will continue to process your information under this basis until you withdraw consent, or it is determined your consent no longer exists.

Sharing your information: We do not share your information with third parties. / We do share your personal information with third parties and they include;

If, as determined by us, the lawful basis upon which we process your personal information changes, we will notify you about the change and any new lawful basis to be used if required. We shall stop processing your personal information if the lawful basis used is no longer relevant.

Your individual rights

Under the GDPR your rights are as follows. You can read more about [your rights in details here](#);

the right to be informed;

the right of access;

the right to rectification;

the right to erasure;

the right to restrict processing;

the right to data portability;

the right to object; and

the right not to be subject to automated decision-making including profiling.

You also have the right to complain to the ICO [\[www.ico.org.uk\]](http://www.ico.org.uk) if you feel there is a problem with the way we are handling your data.

We handle subject access requests in accordance with the GDPR.

Internet cookies

We use cookies on this website to provide you with a better user experience. We do this by placing a small text file on your device / computer hard drive to track how you use the website, to record or log whether you have seen particular messages that we display, to keep you logged into the website where applicable, to display relevant adverts or content, referred you to a third party website.

Some cookies are required to enjoy and use the full functionality of this website.

Data security and protection

We ensure the security of any personal information we hold by using secure data storage technologies and precise procedures in how we store, access and manage that information. Our methods meet the GDPR compliance requirement.

Fair & Transparent Privacy Explained

We have provided some further explanations about user privacy and the way we use this website to help promote a transparent and honest user privacy methodology.

Sponsored links, affiliate tracking & commissions

Our website does not contain adverts, sponsored and affiliate links on any pages.

Email marketing messages & subscription

Under the GDPR we use the consent lawful basis for anyone subscribing to our newsletter or marketing mailing list. We only collect certain data about you, as detailed in the "Processing of your personal data" above. Any email marketing messages we send are done so through an EMS, email marketing service provider. An EMS is a third-party service provider of software / applications that allows marketers to send out email marketing campaigns to a list of users.

Email marketing messages that we send may contain tracking beacons / tracked clickable links or similar server technologies in order to track subscriber activity within email marketing messages. Where used, such marketing messages may record a range

of data such as; times, dates, I.P addresses, opens, clicks, forwards, geographic and demographic data. Such data, within its limitations will show the activity each subscriber made for that email campaign.

Any email marketing messages we send are in accordance with the GDPR and the PECR. We provide you with an easy method to withdraw your consent or manage your preferences / the information we hold about you at any time. See any marketing messages for instructions on how to unsubscribe or manage your preferences, you can also unsubscribe by replying to the email and asking to be removed from the mailing list.

We are a small family business and do not use a third part EMS provider. Emails are sent via outlook and through our own secure CRM database. We hold the following information about you within our EMS system;

- Email address
- Name, address & telephone number
- Organisation Name

Resources & further information

[Overview of the GDPR - General Data Protection Regulation](#)

[Data Protection Act 2018](#)

[Privacy and Electronic Communications Regulations 2003](#)

[The Guide to the PECR 2003](#)

[Twitter Privacy Policy](#)

[Facebook Privacy Policy](#)

[Google Privacy Policy](#)

[LinkedIn Privacy Policy](#)

[Mailchimp Privacy Policy](#)

[Small business GDPR policy template](#)

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