

Business privacy policy for Blackheath Flooring Studios Ltd –

Trading as Blackheath Flooring & Interiors.

This privacy policy sets out how Blackheath Flooring Studios Ltd uses and protects any information that you give Blackheath Flooring Studios Ltd.

What we collect from you.

We are committed to ensuring that your privacy is protected. You will only be asked for personal information on our website if you would like us to contact you for an estimate or require information from us by completing the 'contact us' section.

We gather and hold personal information from you, such as your name, address, telephone number and email address which is collected directly from you to enable us to carry out contract of works with you or to provide you with an estimate for works. No information that we hold is gathered from a third party.

We do not collect any sensitive data about you or other data which is not required in order for us to carry out our normal business dealings with you. We do not knowingly collect any data from anyone under the age of 18.

How do we hold this information.

The data we do hold is held electronically and on paper records such as our measuring sheets when you have requested a home visit or invoices.

Who do we share this information with.

Sharing your information – We only provide third parties (suppliers) with your contact details where relevant to carry out the works that you have instructed. Such as deliveries to your home or if there is a contractual, legal or statutory requirement to do so. You will be advised if your contact information needs to be passed on.

Do we sell your information.

We have never sold any personal data to a third party and will never do so. The only exception to this would be in the event of the sale or the transfer of Blackheath Flooring Studios Ltd to a third party as a going concern.

How long do we hold this information for.

On capturing your personal information which you have provided to us it remains on our system unless you ask for us to delete all information.

Your data protection rights.

You have the right to update and correct the personal information we hold about you. You also have the right to request from us all personal information that we hold that relates to you, to request restriction of the processing of that data and to request that we delete that data or object to continued processing where it is excessive or no longer required for the purpose for which it was collected. If you have a complaint about the way in which we use your personal information you have the right to complain to the Information Commissioner (www.ico.gov.uk).

Marketing

We may use your contact information that you have provided to send you information about our services we do not gather your information from any other source. If you would like us to remove your details from potential marketing that we may send please contact us and I will remove your details from our data base.

Questions and Comments

If you require a copy of the personal data that Blackheath Flooring Studios Ltd (Blackheath flooring & interiors) holds about you, please make a written request with clear instructions of how we are to communicate this information to you. We may also require you to provide us with appropriate identification before we comply with this request.

Please also contact us if you would like further information about this policy, or are concerned about the security of your personal data.

You can contact us by writing to:
Blackheath Flooring Studios Ltd, 131 – 133 Lee Road, Blackheath, SE3 9DS