

GENERAL DATA PROTECTION REGULATION (GDPR) PRIVACY NOTICE

Elec-celligence respects your privacy and is committed to protecting your personal data. This privacy notice states how your personal data is collected, processed and stored that is in keeping with our obligations and your protection under the law.

1) WHO WE ARE

Elec-celligence
2 Moss Close
Vange
Basildon
Essex
SS16 4SD

2) PERSONAL DATA

Personal data is any information about an individual from which that person can be identified.

3) PERSONAL DATA COLLECTED

Name, Title, Address, Billing Address, Address subject to Works, Telephone Numbers, Email Address and Payment Details.

We **do not** collect data about age, gender, marital status, ethnicity, religious or philosophical beliefs, sexual orientation, political opinions, health, criminal convictions or offences.

4) HOW WE COLLECT PERSONAL DATA

Meetings in person, contact by telephone, SMS, email or post.

5) HOW WE USE YOUR PERSONAL DATA

We will only use personal data when we have a lawful basis to do so. This will be to communicate with you in respect of contract(s) pending, current or completed to provide goods and / or services.

6) PERSONAL DATA RETENTION

Personal data will be kept for no longer than is necessary to fulfil the purpose it was collected for unless there is a legal basis to do so. An example is where personal data appears on invoices and for tax purposes these have to be kept for six years. Where there is no time limit personal data will be stored until requested to be removed.

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7) STORAGE AND TRANSFER OF PERSONAL DATA

Personal data will only be stored or transferred within the United Kingdom.

8) DISCLOSURES OF PERSONAL DATA

Personal data is used on certificates and building notice notifications and this information is shared with third parties such as the National Inspection Council for Electrical Installation Contracting (NICEIC) and Local Authority Building Control (LABC). It may also be shared with suppliers if materials are required to be delivered directly to site.

We will require all third parties to respect the security of your personal data and to treat it in accordance with the law.

We may have to provide personal data to other unspecified third parties if required to do so to discharge any legal obligations.

9) YOUR RIGHTS

You have rights under the GDPR to:

- (i) Be informed of the collection and use of personal data (reading of this notice)
- (ii) Request access to your personal data
- (iii) Request correction of your personal data
- (iv) Request erasure of your personal data
- (v) Object to processing of your personal data
- (vi) Request restriction of your personal data

Items (ii) to (vi) can be requested by writing to the address in section 1). This is known as a Data Subject Access Request. Response will be within one month and there will be no charges unless requests are unfounded, repetitive or excessive.

10) CHANGES TO PRIVACY NOTICE

This privacy notice may be subject to changes in the future due to changes in law or business that will affect the protection of personal data.