



PRIVACY POLICY

Here at Diamond Specialist Joinery we understand that your privacy is important any information that is provided to us will be treated as confidential and will only be used in accordance with the Data Protection Act 1998. We will not sell or freely Divulge any information about you to any other party.

Personal Information

We will collect information that you agree to provide. The information you provide when using our online services for an enquiry is only processed for several reasons, these can be:

- Your own request for advice or information regarding your enquiry
- To contact you once you have made initial contact with us
- For any works that may be required to deal with your enquiry

The details you provide in this manner will be your Name, Phone number and Email. We will keep the provided details for as long as necessary and only for your purpose of the enquiry and works that may proceed on from the enquiry.

Our privacy policy only relates to our company, The operator working the website may use your details in a different way.

Any personal information we hold will be held securely to make sure no unauthorised persons can gain access to this.

Should any information we hold be seen as incorrect by you or you require us to terminate processing your data please feel free to contact us and we will advise you of with a copy of the details we hold.

Contacting You and Use of your information

As a company we like to keep you updated with any information about new projects and business awards we receive including any offers or changes to rates. Any details registered with us will be used for these matters. Should you insist that these are of no relevance to you we can remove your details and updates can no longer be received.

Should we hold information on you as a Company it will be necessary for us to be able to carry out the contract or contracts we may have with you, this will include any terms and conditions that have been entered into, we will only use your details for legitimate purposes and make sure any

information we have is protected. The only time we will use your information is if it is required by law and we are subjected to participate with.

How long do we keep information

We will keep your information for as long as necessary until the purpose of us having this has been fulfilled but not any longer than the required amount of time as advised on the GDPR ruling

Policy Amendments

You can check back to see any changes to our privacy policy on our website or by contacting the Diamond Specialist joinery on 01708 526986 or info@diamondspecialistjoinery.co.uk or you can write to us at Hunts Hill Farm, Aveley Road, Upminster, Essex, RM14 2TG.

Complaints

Should you feel there has been a breach of this privacy policy please feel free to contact on the above details between the hours 9am -5pm. Once the complaint has been received this will be fully investigated, We aim to resolve any complaints within 30 days upon receipt.

