

As you may be aware the new General Data Protection Regulation (GDPR) came into effect on the 25th May 2018. The law has changed and this notice outlines how we collect and use any personal data about you and what we are doing to protect the privacy of this data.

Brynewell Southern have recently undergone a full review of its existing policy and where required introduced new policies and procedures to ensure any personal data that protected in compliance with the GDPR.

What information is collected from you and how?

We obtain personal data about you when you enquire about or we are engaged in respect to the services we provide. This information generally includes:

- Personal details such as your name, contact number or address
- Correspondence and communication with you in relation to the provision of our services
- Billing Details
- Information available from public sources

This information is obtained for example when:

- You visit our office and enquire about our services and a proposal of works
- You contact us by email, telephone, post or via our website
- From third parties and publicly available resources – eg. Companies House

How do we use this data?

We may process your personal data for purposes necessary for the performance of our contract with you, your employer or our client which may include the processing of personal data where you are an employee, subcontractor, supplier or customer of our client.

Data may be processed for the purpose of our own legitimate interests on the basis that this does not nullify your own interests, rights and freedom which require the protection of personal data. This may include the use of personal data for marketing, business development and management.

In order to process and manage your accounts and any services we provide you, personal data may be used for the purpose of ordering goods, delivery and payment. These will be retained throughout contracted works in order to investigate and carry out obligations with reference to agreed services.

Data may be used to contact you to seek the views and opinions on the services we provided as well as inform you of any new products and services we have to offer, providing we have your consent to do so.

Retention of your information will be for the legal limited obligation period in order to respond to your query, provide you with the information and or service.

You are within your rights to refuse to provide us with certain information, however this may result in us not being able to achieve any agreed contract we have you, as well as this we may be unable to meet our legal and regulatory obligations.

Should we ever require to use your personal data for an alternate purpose than it was originally collected for we will notify and attain permission prior to processing?

Who do we share your data with?



There will be instances where we will share your personal data with third parties. Third Parties include any third party service providers associated with our business for example sub-contractors and companies used for deliveries. This information will also be shared if required for legal purposes for example fraud prevention agencies and the services, who may in turn keep a record of the details.

Other instances where your data will be shared will be for credit reference purposes, where the companies / organisations may retain a copy of the records.

We will never sell your personal information to a third party.

Payment card details will only ever be shared with our payment partners in respect of processing any order you have placed, by means of our partners systems.

How do we protect your data?

We take measures with our company to ensure the protection of your data and prevent the this from being lost or accessed in an unauthorised manor. Access to your personal data is purely restricted to employees, agents and other third parties who need to know the information – we will never share your data with a third party outside of the UK.

There are procedures that we undertake should we suspect a breach of data security which will involve you and any applicable regulator being notified.

Controlling the data that we hold

You have the right to review and update your personal details. If you are concerned that the information we have for you is incorrect and/or would like to ask any questions regarding our policies please can you contact us. Should your personal information change it is your duty to inform us and update us.

Under certain circumstances, by law you have the right to:

- Request access to the personal information that we hold about you and how we lawfully process it.
- Request correction of the information that we hold about you.
- Request that we delete and or remove your personal data where required.
- Object to the processing of your information for marketing purposes

There will be no cost incurred to access your personal data unless your request for access is unjustified and as such we may refuse to comply with the request in such circumstances.

How do we update our privacy policy?

Changes may be made to our privacy policy and we will update this through our website which can be found at www.brynnwell.com

The most recent update of this notice was on 14/06/18

Contacting Us

Should you like to ask any questions regarding this notice or discuss your own information and how it is processed please contact us using the information below.

info@brynnwell.com

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