

NORSK CARPENTRY & BUILDING LTD GDPR POLICY

Privacy Notice completed: 11th August 2022

Our contact details

Name: Norsk Carpentry and Building Ltd
Address: 23 Penare road, Penzance, TR18 3AJ
Phone Number: 07983569981
E-mail: norskcarpentry@yahoo.com
Website: www.norskcarpentry.com

The type of personal information we collect

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, name, address, phone numbers, emails and any other contact details)
- We hold our clients information while we complete their build
- We have our suppliers bank details for payments of invoices.

How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

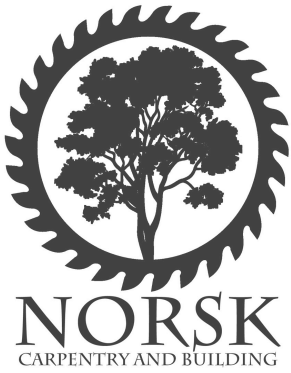
- So that we can contact you regarding your building project via phone or email.
- So that we can invoice you for materials for your building project

We use the information that you have given us in order to contact you directly regarding your building project.

We may share this information with some of our suppliers so that they can deliver materials to your project site for construction work. Also if they need to send you an invoice directly we may need to give them your contact details

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

Directors: Daniel Pye, Shona Pye
Trading as Norsk Carpentry and Building Ltd. Company No: 13923710
Registered at Companies House



NORSK CARPENTRY & BUILDING LTD GDPR POLICY

- (a) Your consent. You are able to remove your consent at any time. You can do this by contacting [Shona Pye at norskcarpentry@yahoo.com](mailto:norskcarpentry@yahoo.com)
- (b) We have a contractual obligation.
- (c) We have a legal obligation.
- (d) We have a vital interest.
- (e) We need it to perform a public task.
- (f) We have a legitimate interest.

How we store your personal information

Your information is securely stored. We keep your contact details for the duration of your building project. We will then dispose of your information by deleting your data a year after the project has been completed. We keep it for this short period just in case there are any problems with the build which need to be discussed at a later date once we have finished.

Your data protection rights

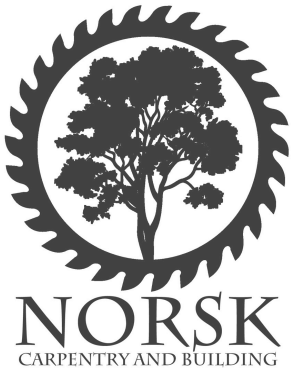
Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.



NORSK CARPENTRY & BUILDING LTD GDPR POLICY

Your right to object to processing - You have the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances. You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at norskcarpentry@yahoo.com or on 07983569981 if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at norskcarpentry@yahoo.com

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>