

## *General Data Protection Regulations - Privacy Notice*

GTD Installations Ltd are committed to protecting and processing your personal data in accordance with the General Data Protection Regulations and the Data Protection Act 2018.

### *Your Personal Data*

We will hold and process your personal data for legitimate reasons. Your personal data will not be shared with third parties, other than HETAS, unless you require us to employ services outside of fitting a woodburning or multifuel stove, such as a Gas Safe Engineer or plasterer etc. They will also not share the details you enter with another other company without your permission. We will also store and process your personal data for any lawful reason required such as a law enforcement or a HMRC request.

### *Who looks after your data?*

Our data controller, is Heather Summers: 95 Common Rise, Hitchin, Hertfordshire SG4 0HP, email: office@chimney sweep.info, 01462 431910

### *Where is the data stored?*

Your data is stored in both paper and electronic form in the UK. It is protected by physical security, has limited access and password protection, also malware and protection from cyber attack. Paper data is kept confidential and destroyed on a regular basis.

### *Retention period*

We will retain some elements of your personal data for up to six years and beyond so that we can hold as much relevant information about the work undertaken on your property. You have the right to deletion of your personal data by emailing the data controller above.

### *What data is held?*

You can request at any time, confirmation of the data we hold for you, and how this has been processed by emailing the data controller. The data we hold is Name, Address, Email address [if provided], Contact number and work done on your property along with dates and date and type of payment. No credit or debit card details are known or stored. Upon visiting our website a cookie will be collected by Google Analytics to help us improve our website. You may refuse to accept cookies by activating the setting on your browser which allows you to refuse the setting of cookies. Your details will be entered into a shared calendar, only accessible by the data controller and the installer, data is regularly purged from this calendar.

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