



Fire Door Surveying – Fire Door Maintenance – **Fire Door Installation** – Fire Stopping Specialists
Fire Risk Assessments – Fire Alarms – **Emergency Lighting Systems** – Fire Damper Testing

Privacy Policy

We are committed to protecting your privacy. We will only use the information that we collect about you lawfully (in accordance with the Data Protection Act 1998).

We collect information about you to provide you with information about our services or advice about your responsibilities, pricing for our services and to provide you with our service.

We will only share your data if you give us explicit consent, we will always ask before this happens.

We will not send marketing emails to you unless we have your consent. We will give you the chance to refuse any marketing emails from us in the future.

An example the type of information we will collect about you is below:

- Your Name
- Phone Number
- Email Address
- Company Name
- Company Address
- Information about services
- Invoicing data

We will never collect sensitive information about you without your explicit consent.

The information we hold will be accurate and up to date. You can check the information that we hold about you by emailing us. If you find any inaccuracies, we will delete or correct it promptly.

What we may contact you about:

- Advice regarding responsibilities around fire door surveying and compliance with the regulatory reform safety order
- Scheduling new or existing work
- Courtesy calls regarding work previous carried out and potential future work
- Gathering any information vital to the completion of our services
- Information relating to invoices and quotations

The personal information which we hold will be held securely in accordance with our data policy and the law.

If you have any questions/comments about privacy, you should email us



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Data Protection Principles

1. Personal Data shall be processed fairly and lawfully
2. Personal data shall be obtained only for one or more specified and lawful purposes, and shall not be further processed in any manner incompatible with that purpose or those purposes
3. Personal data shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they processed
4. Personal data shall be accurate and where necessary kept up to date
5. Personal data processed for any purpose or purposes shall not be kept for longer than is deemed necessary for that purpose or those purposes
6. Personal data shall be processed in accordance with the rights of data subject under this act
7. Personal data shall not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data

Our Commitment to you

- Comply with laws and regulations
- Ensure that everyone managing and handling personal information understands their individual and organisational obligations:
- Ensure paperwork is disposed of in the correct manner and no information is held longer than necessary
- Ensure that everyone managing and handling personal information is appropriately trained:
- Respond to requests for access to personal information in accordance with the subject access provisions and promptly and courteously
- Ensure we are registered with the Information Commissioners Office so that our processing of personal information is lawful