

A.T.Palmer Ltd – Privacy Policy for the website.

Who we are:

This website is owned and run by the restoration company A.T.Palmer Ltd.
Our website address is <https://www.atpalmer.co.uk>

Our address is:

A.T.Palmer Ltd
Unit G
Smarden Business Estate
Smarden
Ashford
Kent
TN27 8QL

Our company registration No. is 538257

Our collection, processing and storage of personal data.

What we collect:

Name.
Email address.
Phone number
IP address.

Why we collect it:

To respond to enquiries.

Lawful basis for processing:

Consent.

Where we store it:

UK based secure server.
Email server.
Back-ups.

Server Logs:

What we collect.
IP address.

Why we collect it:

To monitor and analyse usage on website.

Lawful basis for processing:

Legitimate interest.

Who we share your data with:

Apart from A.T.Palmer Ltd staff, it is sometimes necessary to share your personal data with Third Party Service Providers working on a building project on our behalf.

We may pass your information to our third party service providers, agents, sub-contractors and other associated organisations for the purposes of completing tasks and providing services to you on our behalf (for example to provide a specific part of the building process). However, when we use

third party service providers, we disclose only the personal information that is necessary to deliver the service.

We will not sell or rent your information to third parties.

How long we retain your data:

We identify and delete personal data in our possession when it is no longer needed for the performance of our contract with the client organisation unless we are required to keep it for legal or security reasons.

We are required by UK government regulations to keep certain types of data (e.g. payroll, accounts and VAT records) for a minimum of 7 years. We also need to keep details of the fulfilment of business contracts for several years after completion of a contract as part of our professional indemnity insurance.

Accordingly, we routinely delete most other data, including emails, in batches after 8-9 years have elapsed. We keep some accounting and archival data indefinitely.

When deleting personal data, we take steps to delete all copies beyond reasonable possibility of restoration, including copies on backups. Digital data is deleted securely by overwriting it and data on paper physically destroyed.

What rights you have over your data:

You can request to receive any of the personal data we hold about you, including any data you have provided to us. You can also request that we erase any personal data we hold about you. This does not include any data we are obliged to keep for administrative, legal or security purposes.

The right to be informed:

This privacy policy forms part of your right to be informed about what personal data is collected about you and what is done with that data.

More information on the right to be informed <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/right-to-be-informed>

The right of access:

You may make a subject access request to ask for any personal data that we hold on you. We are obligated to answer your request within 30 days, free of charge.

The right to rectification:

You may ask for any data we hold on you that is incorrect to be corrected by us.

The right to erasure:

You may ask for personal data about yourself to be removed, subject to other considerations e.g. we are required by law to keep invoice data for at least 6 years. To make a request to erase data please email: atp@atpalmer.co.uk

The right to restrict processing:

You may ask to restrict the processing of your personal data in certain circumstances. To make a request to restrict processing of your personal data please email: atp@atpalmer.co.uk

The right to data portability:

The right to data portability gives individuals the right to receive personal data they have provided to a controller in certain circumstances. To make a data portability request please email: atp@atpalmer.co.uk

Rights in relation to automated decision making and profiling:

We do not use automated decision making or undertake profiling with personal data.

Where we send your data:

The web servers for this website are located in the United Kingdom.

Data sent to us via email (including via our contact form) is held on our own server in the United Kingdom. This data is safeguarded to European data protection standard.

Your contact information.

For any privacy concerns, please contact:

Natasha Palmer
Unit G Smarden Business Estate
Smarden
Ashford
Kent
TN27 8QL
Tel: 01233 770077

natasha@atpalmer.co.uk

Privacy Notice updates:

We may change this Policy from time to time so please check this page occasionally to ensure that you're happy with any changes. By using our website, you are agreeing to be bound by this Policy.

This privacy information notice was last updated on 25th May 2018.