

# Tassie & Son LTD Privacy Policy

V1.01 – 08/01/23

## **Our Contact Details**

Tassie & Son LTD

Address: 25 Spruce Crescent, Poringland, Norwich, NR14 7UA

Phone Number: 01603986440

E-mail: [office@tassieandsonltd.co.uk](mailto:office@tassieandsonltd.co.uk)

## **The type of personal information we collect**

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, name and contact details)
- Addresses where applicable to facilitate works being undertaken
- Contact number
- Email address

## **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:

- For the purpose of quoting works
- For the purpose of undertaken ad-hoc or quoted works
- For the purpose of certification

We also receive personal information indirectly, from the following sources in the following scenarios:

- Through third party trade referral applications where you have explicitly given them permission to share the data with us to facilitate works being undertaken.

We may share this information with other trades only on collaborative projects and only where explicit written consent has been given by you to share this information

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

**(a) Your consent. You are able to remove your consent at any time. You can do this by contacting [office@tassieandsonltd.co.uk](mailto:office@tassieandsonltd.co.uk)**

**(b) We have a contractual obligation.**

Date: 08/01/2023

## **How we store your personal information**

Your information is securely stored.

We keep records of your personal information for 7 years. We will then dispose your information by shredding of any data pertaining to your personal data or securely deleting any data held via IT channels.

## **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.

**Your right to object to processing** - You have the 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 [office@tassieandsonltd.co.uk](mailto:office@tassieandsonltd.co.uk) or 01603986440 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 [office@tassieandsonltd.co.uk](mailto:office@tassieandsonltd.co.uk)

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>