

Privacy Notice

Introduction

At Steele Davis we are committed to operating in an open and honest way that reflects our origins as a small family business. As we grow, our operations naturally require us to introduce more complex and controlled ways of working, and subsequently this means that the processing of your personal data has become a day to day occurrence. Following the introduction of the GDPR effective 25th May 2018, we wish to offer a clear and concise notice of the data we may collect from you either directly or indirectly; why this is required and our legal basis for processing this data.

We will also provide information on your enhanced rights under the GDPR and how you can exercise these rights.

Types of data that we collect and what it is used for;

Personal Data

When you contact us for a quote, or if you happen to use our enquiry form to ask us a question, we will need to collect some personal data in order to provide you with the service you require. By providing such data you are consenting to its collection and use for the purpose specified.

We will normally collect details regarding your name, address, contact number and email address. Where appropriate, this information will be used in order to communicate with you regarding potential or agreed services. We do not use your data for marketing purposes will not share your data with anyone outside of the services agreed. We will not retain your data for longer than is necessary.

If you have applied for a position with us, we will naturally require some personal data in order to process your application. By applying for a vacancy you are consenting for your personal data to be shared with the hiring team. We will always ask for your consent to keep your details on file for any future vacancies and will not put you forward for any further positions without your consent.

Data Security

Our website is protected by a SSL certificate ensuring that any information that you provide to us via the website is secure and safe from interception.

Your rights

Under GDPR you have the following rights

- the right to be informed; we must inform you of the data we collect and how and why it is used



Building & maintaining your future

- the right of access; If you wish to make a subject access request, you should direct this to the data protection officer. The company will have one month to respond.
- the right to rectification; If your information is inaccurate or incomplete you have the right to amend this.
- the right to erasure; you have right to request for information to be deleted. This is not an absolute right and will only apply in certain circumstances. The company are legally obliged to keep certain types of data for specified timescales and therefore requests may be declined on this basis.
- the right to restrict processing; as with the right to erasure, this will only apply in certain circumstances
- the right to data portability; you have the right obtain and reuse the personal data that we hold for you.
- the right to object; you are able to object to the processing of your data in certain circumstances. You have the absolute right to stop your data being used for marketing purposes.
- the right not to be subject to automated decision-making;

Changes to our Privacy Notice

This notice will be reviewed annually as a minimum; however we may make more regular updates in response to operational changes.

If you have any queries regarding the collection or use of your personal data, please direct these to enquiries@steeledavis.co.uk, marked for the attention of the Data Protection Officer.