

## GDPR POLICY - PRIVACY NOTICE:

Jon Kitchen – Plumbers & Gas Engineers ([www.poyntonplumbers.co.uk](http://www.poyntonplumbers.co.uk)) are committed to maintaining the trust and confidence of our Customers and Visitors to our website. We understand your privacy is important and you care about how your personal data is used. We respect and value the privacy of all our Clients. In particular we want you to know we are not in the business of selling, renting or trading email addresses with other companies and businesses for marketing purposes.

### What Personal Data does our website collect ?

Our website does not collect any personal data unless you send us an email and we will only use it in a way consistent with our obligations and your rights under the law.

### Use of Cookies.

Our website does not use cookies to identify you for marketing purposes, however they may be used for the essential operation of the website itself. We may use third party services such as Google Analytics to collect standard internet log information. If we do this it would be for example; to collect the number of visitors to a particular area of the website or to identify which brand of browser is being used (eg: Google Chrome). This information is only processed in a way that does not identify anyone.

### Information About Us.

Jon Kitchen - Plumbers & Gas Engineers is a trading name/style of Jon Kitchen & Partners.

Registered Address: 1 Maple Avenue, Poynton, Stockport, Cheshire. SK12 1PR

Telephone: 01625 859263 | Mobile: 07973 282939

eMail: [jon@poyntonplumbers.co.uk](mailto:jon@poyntonplumbers.co.uk)

### What does this GDPR Policy - Privacy Notice cover ?

This GDPR Policy - Privacy Notice explains how we use your personal data, how it is collected, how it is held, and how it is processed. It also explains your rights under the law relating to your personal data.

### What is Personal Data ?

Personal data is any information about you that enables you to be identified. Personal data covers information such as your name, address, and other contact details.

### What are Your Rights ?

Under the GDPR Policy you have the following rights which we will always work to uphold:

1. The right to be informed about our collection and use of your personal data.
2. The right to access the personal data we hold about you.
3. The right to have your personal data rectified if any of your personal data held is inaccurate or incomplete.
4. The right to be removed; we will delete and remove any of your personal data upon request.
5. The right to prevent the processing of your personal data.
6. The right to object to us using your personal data for a particular purpose.

If you have any cause for concern about our use of your personal data you have the right to lodge a complaint with the Information Commissioner's Office.

### How Do We Use Your Personal Data ?

Under GDPR we must always have a lawful basis for using personal data. This may be because the data is necessary for our performance of a contract with you, because you have consented to our use of your personal data, or because it is in our legitimate business interests to use it.

Your personal data may be manually or electronically stored and used for one of the following purposes :-

- 1 Providing and managing your account.
- 2 Supplying our services to you.
3. Your personal details are required for us to enter into a contract with you.
- 4 Personalising and tailoring our services for you.
- 5 Communicating with you. This may including responding to eMails or calls from you.

### How Long Will We keep Your Personal data ?

Your personal data is kept no longer than is necessary to properly deal with your enquiries, requests or orders and we do not ask for more information than is required.

### Do We Share Your Personal Data ?

We may sometimes contract with third parties to supply products and/or services to you on our behalf. These may include payment processing or delivery. In such cases those third parties may require access to some or all your personal data to effect the product or service.

### How Can You Access Your Personal Data ?

If you want to know what personal data we have about you you can ask us for details of personal data held. There is not normally any charge for this unless your requests are excessive.

### How Do You Contact Us ?

eMail Address: [jon@poyntonplumbers.co.uk](mailto:jon@poyntonplumbers.co.uk)

Telephone: 01625 859263 | Mobile: 07973 282939

### Changes to this Privacy Notice

This privacy notice may be updated from time to time; the latest changes and updates will be made available on our website: [www.poyntonplumbers.co.uk](http://www.poyntonplumbers.co.uk)