



Data Protection Policy and Privacy Notice Policy

The [Data Protection Act 2018](#) controls how your personal information is used by organisations, businesses or the government.

The Data Protection Act 2018 is the UK's implementation of the General Data Protection Regulation (GDPR).

East Kirkby Engineering Co Limited are a Building Services Contractor specialising in Mechanical, Plumbing and Electrical Installations.

East Kirkby Engineering Co Limited (and our Data Controller) will follow strict rules, called 'data protection principles'. East Kirkby Engineering Co Limited will ensure the information is:

- used fairly, lawfully and transparently
- used for specified, explicit purposes
- used in a way that is adequate, relevant and limited to only what is necessary
- accurate and, where necessary, kept up to date
- kept for no longer than is necessary
- handled in a way that ensures appropriate security, including protection against unlawful or unauthorised processing, access, loss, destruction or damage

Your rights

Under the Data Protection Act 2018, all parties have the right to find out what information we store about you/them. These include the right to:

- be informed about how your data is being used
- access personal data
- have incorrect data updated
- have data erased
- stop or restrict the processing of your data
- data portability (allowing you to get and reuse your data for different services)
- object to how your data is processed in certain circumstances

EKE's Data Controller responsibilities are:

- What information is being collected
- Who collects it
- How it's collected
- Why it's being collected
- How it will be used
- Who it will be shared with

- How it is protected
- What will be the effect of this on the individuals concerned
- If the intended use is likely to cause individuals to object or complain
- What personal information is being collected:

EKE collect and retain the following information (Not all will be applicable to every individual):

- Company name
- Contact names
- Contact address
- Telephone numbers
- Contact Email addresses
- Subcontract documentation
- Invoices
- Company Bank Details
- CVs

East Kirkby Engineering Company Limited are committed to ensuring that your privacy is protected. Our privacy policy is designed to inform you about the information we collect, how we use it, and your options about certain uses of information.

Our commitment to user privacy and data protection

EKE is committed to meeting the highest standards of data protection to provide the best service to our contacts.

We will tell our contacts exactly how we will use and store their data, not use it for any purpose other than the ones we have consent for and take all reasonable steps to ensure their data is stored and transferred securely.

EKE is committed to respecting the personal data you supply us with.

With consent, we may contact by post, telephone or email and share this information with pre-agreed third parties to provide information about other services and products that we think might be of interest.

If you think any information we hold about you is incorrect you should notify us at sophie@ekeng.co.uk. Any information which is wrong will be corrected immediately.

Personal information EKE website

EKE will not collect any personal information from the website.

When visiting www.ekeng.co.uk, you will be asked to consent to our use of cookies.

Cookies are simple text files that a site saves to your computer or mobile device using your website browser. Only that server will be able to retrieve or read the contents of that cookie and each cookie is unique to your web browser.

EKE do not use cookies to store sensitive information, such as your name, address or other details.

Data Protection Officer

Our Data Protection Officer's contact information is: sophie@ekeng.co.uk

The Information Commissioners Office (ICO)

If you need to contact the ICO to report any issues with the way we have handled your personal data, you contact them through the following channels:

<https://www.gov.uk/data-protection/make-a-complaint>

Call the helpline: 0303 123 1113

Visit their website: <https://ico.org.uk/>

Start a live chat with them: <https://ico.org.uk/global/contact-us/live-chat/>

Changes to our privacy policy

EKE may change this policy from time to time by updating this document. This policy is effective from February 2019. We will continue to review and update this policy in line with the latest Government guidance.

A handwritten signature in blue ink, appearing to read 'John Gorenswigh', with a long horizontal flourish extending to the right.

Signed: John Gorenswigh
 Director

Date: 21.2.2020