

GDPR Privacy Policy

K&S; Bespoke Builds Ltd

Effective Date: [Insert Date]

1. Who We Are

K&S; Bespoke Builds Ltd provides home improvement services including conservatory warm roofs, garden buildings, and timber frame extensions.

- Phone: 07854569978
- Website: www.kandsbespokebuilds.com
- Email: info@kandsbespokebuilds.com

2. Personal Data We Collect

We may collect the following information:

- Name and contact details (phone number, email, address)
- Property details relevant to your project
- Payment information (where applicable)
- Communication records

3. How We Use Your Data

We process your data to:

- Provide quotes and carry out contracts
- Manage invoices and payments
- Communicate about your project
- Meet legal and accounting obligations
- Improve our services

4. Legal Basis for Processing

We only process your data when one of the following applies:

- You have given consent
- It is necessary for the performance of a contract
- It is required to meet legal obligations
- It is in our legitimate business interests

5. Data Storage & Security

- Your information is stored securely on password-protected systems.
- Paper records are kept in secure locations.
- We do not sell or rent your data to third parties.

6. Data Sharing

We may share your data with:

- Accountants (for invoicing and tax compliance)
- Trusted subcontractors or suppliers (only when necessary for your project)
- Legal or regulatory authorities when required by law

7. Data Retention

We will keep your personal data for up to 6 years after completion of a project, in line with HMRC and legal requirements. After this period, data will be securely deleted.

8. Your Rights

Under GDPR, you have the right to:

- Access the data we hold about you
- Request correction of inaccurate data
- Request deletion of your data (where legally possible)
- Restrict or object to processing
- Data portability
- Lodge a complaint with the Information Commissioner's Office (ICO)

9. Contact Us

If you have any questions or would like to exercise your rights, please contact us:

- Phone: 07854569978
- Email: info@kandsbespokebuilds.com
- Post: [Insert Company Address]