**Privacy notice**

Newmans has a legal duty to explain how we use any personal information we collect about you, as a client of the company. No subcontractor will retain information regarding clients.

**What information do we collect about you?**

We will collect information such as personal details, including name, address, phone number, email address and any other relevant information to enable us to deliver an effective service.

**How we will use your information**

Your data is collected for the purpose of providing painting and decorating services; however, we can disclose this information if it is required by law, if you give consent or if it is justified in the public interest.

**Maintaining confidentiality and accessing your information**

We are committed to maintaining confidentiality and protecting the information we hold about you. We adhere to the General Data Protection Regulation (GDPR). You have a right to access the information we hold about you, and if you would like to access this information, you will need to put your request in writing to us.

**Invoice validation**

Your information may be shared if you fair to settle an invoice in a timely manner. This information may include your name, address and telephone number. All of this information is held securely and confidentially; it will not be used for any other purpose or shared with any third parties.

**Retention periods**

Your information will be computerised and retained for 6 years following completion of work.

**What to do if you have any questions**

Should you have any questions about our privacy policy or the information we hold about you, you can:

1. Contact the company’s data controller (Sam Newman) via email at samuel.newman89@hotmail.com.
2. Phone Samuel Newman on 07940211084