



GAVIN JONES ELECTRICAL

DOMESTIC • COMMERCIAL • INDUSTRIAL

General Data Protection Regulations (GDPR)

Privacy Notice

Last Updated: May 2018

This Privacy Notice explains what personal data (information) we hold about you, how we collect it, and how we use and may share information about you. We are required to notify you of this information under the General Data Protection Regulation (“GDPR”).

1. Who we are

Gavin Jones Services Ltd collects, uses and is responsible for certain personal information about you. When we do so, we are regulated under the General Data Protection Regulation which applies across the European Union (including in the United Kingdom) and we are responsible as “data controller” for that personal information for the purposes of those laws. In this Privacy Notice, references to "we" or "us" means Gavin Jones Services Ltd.

2. Data protection principles

We will comply with the data protection principles when gathering and using personal information, as set out in our GDPR data protection policy.

3. The personal information we collect and use: information collected by us

In the course of performing our duties as service contractors, we may collect the following personal information when you provide it to us:

- Name
- Correspondence address
- Service address
- Telephone number
- Email address
- Bank details
- VAT number
- Properties owned
- Tenant name
- Tenant telephone number

The provision of personal data is required from you to enable us to perform our duties depending on your relationship with Gavin Jones Services Ltd. We will inform you at the point of collecting information from you whether you are required to provide the information to us.

47 Overstone Road | Sywell | Northampton | NN6 0AW | 01604 330464 | 07834 370930
gavin@gavinjoneselectrical.co.uk | www.gavinjoneselectrical.co.uk

Company Number: 10091814 Registered in England & Wales | VAT Number: 987 0104 12

Gavin Jones Services Ltd trading as Gavin Jones Electrical





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4. The personal information we collect and use: information collected from other sources

We may also obtain personal information from other sources, detailed as follows:

- Names are obtained from one of the following sources: directly supplied via email, online website form, telephone, management agents or landlords.
- Correspondence address is obtained from one of the following sources: directly supplied via email, online website form, telephone, management agents or landlords.
- Service address is obtained from one of the following sources: directly supplied via email, online website form, telephone, management agents or landlords.
- Telephone number is obtained from one of the following sources: directly supplied via email, online website form, telephone, management agents or landlords.
- Email address is obtained from one of the following sources: directly supplied via email, online website form, telephone, management agents or landlords.
- Bank details are obtained from one of the following sources: directly supplied via email, online website form, telephone, management agents or landlords.
- VAT number is obtained from one of the following sources: directly supplied via email, database from company acquisition, previous managing agents or contractor review form.
- Properties owned is obtained from one of the following sources: directly supplied via email, online website form, telephone, management agents or landlords.

5. Who we share your personal information with

To perform our duties as service contractors, we may share the above categories of personal data with the following categories of recipients:

- External accountants
- Insurance providers
- Solicitors
- Debt recovery companies
- Contractors
- Freeholders/landlords
- Management Company Directors
- Companies House
- Regulatory bodies for audit purposes
- Managing Agents for managed properties only
- Ombudsman
- Bank

We will not share your personal information with any other third party.

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6. Where your personal information may be held

Information may be held at our office(s) and third party agencies, service providers, representatives and agents as described above.

We have security measures in place to seek to ensure that there is appropriate security for information we hold including those measures detailed in our GDPR policy.

7. How long your personal information will be kept

- We will hold client personal information for the duration of the works and up to 10 years from the end of the works.
- We hold service/site (i.e. tenants) personal information for the duration of the works and up to 30 days from the end of the works.

8. Reasons we can collect and use your personal information

We collect and use your personal data on the following lawful bases:

- To supply quotations requested by you, your landlord, your management company, or any other person, company or organization requesting a quotation.
- Contacting you before and during any works agreed following a quotation.
- Invoicing and accounting.

9. Keeping your personal information secure

We have appropriate security measures in place to prevent personal information from being accidentally lost, used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

10. Changes to this Privacy Notice

This Privacy Notice may be updated from time to time. The date of the latest update is recorded above.

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