



## **ADS Design & Build Ltd**

### **Privacy Policy**

#### **Our contact details**

Name: ADS Design & Build Ltd

Address: 6 Bull Farm Close, Hockliffe, Leighton Buzzard, LU7 9TH

Phone Number: 07834 635 640

E-mail: [enquiries@adsdesignandbuild.co.uk](mailto:enquiries@adsdesignandbuild.co.uk)

Website: [www.adsdesignandbuild.co.uk](http://www.adsdesignandbuild.co.uk)

#### **The type of personal information we collect**

We may ask you to provide us with certain personal information that can be used to contact you. Personal information may include, but is not limited to:

- First name and last name
- Address
- Email address
- Telephone number(s)

#### **How we get the personal information and why we have it**

Most of the personal information we process is provided to us directly by you.

We may also receive personal information indirectly, from the following sources:

- Companies or organisations that introduce us to you
- Social networks

We use the information that you have given us in order to:

- communicate with you regarding the services
- instruct third parties / sub-contractors to assist us in the provision of the services
- for accounting and billing purposes

We may share this information with:

- Suppliers or sub-contractors who we use to assist in providing the services
- HM Revenue and Customs, regulators or other authorities
- Companies or organisations you ask us to share your personal data with

**Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:**

- We have a contractual obligation

### **How we store your personal information**

Your information is securely stored. We will retain your personal information only for as long as it is necessary, while we are providing services to you or until you request that the data be deleted.

### **Your data protection rights**

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at [enquiries@adsdesignandbuild.co.uk](mailto:enquiries@adsdesignandbuild.co.uk) if you wish to make a request.

### **How to complain**

If you have any concerns about our use of your personal information, you can make a complaint to us at [enquiries@adsdesignandbuild.co.uk](mailto:enquiries@adsdesignandbuild.co.uk).

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>