

## **Pacy & Wheatley Limited Privacy Policy**

Pacy & Wheatley Limited takes privacy very seriously. This notice explains how we use the personal information you provide to us in various formats.

### **How we use your personal information**

We will only use your personal information for the following purposes:

1. To administer and manage our relationship with you, including to set up and maintain records  
e.g., client accounts, supplier accounts and sub-contractor accounts and employee data.
2. To process orders for services.
3. To deal with enquiries we receive from you.
4. For corrective action (during the defects period) when rectification of works may be required.
5. To comply with applicable laws, regulations and rules.
6. To notify you of changes to what we do.
7. To make checks with credit agencies from time to time to ensure financial suitability.

### **Keeping in touch with you**

From time to time we would also like to keep in touch with you, to provide company updates and details of our services.

### **We do not share your data with any third parties.**

### **Your rights in relation to your personal information**

You have various rights under data protection law regarding the processing of your personal information, including rights to:

- Request access to personal information we hold about you and your details of our processing of your personal information.
- Request us to correct inaccurate personal information.
- Request us to delete personal information in certain circumstances.
- Object to the processing of your personal information for direct marketing.

You can make a request to us in relation to these rights at any time by contacting us at [enquiries@pacy-wheatley.co.uk](mailto:enquiries@pacy-wheatley.co.uk). Any information to which you are entitled will be provided within a reasonable timeframe, subject to the exemptions stipulated in applicable data protection laws.

### **How long do we retain personal information?**

We will not keep your personal information longer than is necessary, considering information needed for warranties, applicable legal requirements and limitation periods.

## **How to contact us**

If you have any queries about how we use your personal information, you can contact us at any time via email at [enquiries@pacy-wheatley.co.uk](mailto:enquiries@pacy-wheatley.co.uk) or by calling 01302 760843

