

R. G. PHILLIPS & SON Ltd

Building, Roofing & Decorating Contractors

Tel: 722688 Fax: 722134



LES CANUS FARM LES CANUS ST. SAMPSON'S GUERNSEY GY2 4UJ

rgphillips@cwgsy.net

Company Registration No. 16360

www.rgphillipsbuildersguernsey.com

R G Phillips & Son Ltd is a construction building company we complete large and small works

1. Introduction and General Terms

R G Phillips & Son Ltd has created this privacy statement under the new General Data Protections Regulations 2018 (GDPR 2018). The statement is for your information and it covers how we collect, use, disclose and store your personal data. We are committed to protecting your personal information when using our services. We want our services and products to be safe, transparent and reliable

In order to provide you with a full range of **R G Phillips & Son Ltd** services, we sometimes need to collect information about you. This privacy statement explains the following:

- What personal information we collect from you
- How we use information collected about you
- When we use your details to contact you
- Under which circumstances we may disclose your personal details to any third party
- Your choices around what personal information you provide to us

R G Phillips & Son Ltd is committed to safeguarding your personal information. When you provide such information, we are legally obliged to use your information in line with all applicable laws concerning the protection of personal information, including the GDPR 2018. No system of data storage can be completely secure, if you have any concerns or complaints that your personal data held by **R G Phillips & Son Ltd** could have been compromised; someone could have discovered your personal details held by us, please contact us immediately. Our contact details are at section 13 of the statement

2. What information will R G Phillips & Son Ltd collect about me

When you request a quotation we will collect some personal information about you including name, address, contact telephone numbers, email addresses (if necessary), contracts and if any photographs of the proposed works, these will also be held. We require this information for a number of reasons for communicating with you to provide our services and to pass on to third parties specialist works

3. How will R G Phillips & Son Ltd use the information collected about me

We will use your personal information for a number of purposes including the following:

- Ensure we have accurate information so that we may communicate with you and keep you updated of developments as we provide a service to you
- Ensuring that we have consent and that we hold accurate information so that we may contact you at a future date
- Ensuring that we have accurate information for internal reporting for accounts

4. When will R G Phillips & Son Ltd contact me

- In any relation to any communication we receive from you or other third parties involved in the service we provide for you, for example third party specialist works
- In relation to any financial questions or issues invoices and payment

5. Will I be contacted for marketing purposes

We collect information from the Environment department (IDC) applications, (this is printed on Guernsey Press) or purchases of properties we send an information letter of services that **R G Phillips & Son Ltd** can provide if required. This data is only held for short period before being deleted

6. Will R G Phillips & Son Ltd share my personal information with anyone else?

We will keep your information within **R G Phillips & Son Ltd** except where disclosure is required or permitted by law (for example to government bodies and law enforcement agencies), when sharing is required to fulfil the contract between us or where you have consented to sharing your information with other parties involved in the service we provide to you, including for example, specialist works involving plumbers, timber treatments works, window design, electricians etc.

Generally we will use your information within **R G Phillips & Son Ltd** and will only share it out of the company where you have requested it via given consent. **R G Phillips & Son Ltd** only use your information for reasons associated with the goods or services we provide for you. If you do not want us to share your personal data with any third parties please let us know. To exercise this right to data portability please write to us, giving details, using the details provided at section 13 of this statement

7. How long will R G Phillips & Son Ltd keep my personal information

We will hold your personal information on our systems for as long as it is necessary for the purpose of the supply of good of services and for any legal requirements. It is anticipated that we will hold your personal information for a period of ten years, this is the legal requirement which we have to meet. We may hold onto your information if there is a guarantee on works; for example on roof works, timber treatment and plumbing works, windows etc.

8. Can I delete my personal information?

You can always ask for your information to be deleted by **R G Phillips & Son Ltd**. However, please bear in mind that we are required to hold your data for a minimum of ten years for legal reasons

R G Phillips & Son Ltd can delete any of you information at any time of request but if there is a guarantee of works this will become null and void

9. Can I find out what personal information R G Phillips & Son Ltd holds about me?

Under the GDPR 2018 you have a right to request a copy of the personal information **R G Phillips & Son Ltd** holds about you and to have any inaccuracies corrected. (We require you to provide your identity with **two** pieces of approved identification to the office and not by email)

Copies of identification (which **we will need** to photocopy for proof) can be:

- Passport
- Drivers licence
- Utility bill (from last three months)
- Birth certificate
- Current vehicle registration document

We have a legal duty to supply, correct or delete personal information about you on our files. Please address requests and questions about this or any other question about this privacy statement to the Data protection officer at **R G Phillips & Son Ltd**

10. Web Browser Cookies (only if cookies are used)

a) What is a cookie?

A cookie is a digital information, which has unique identifier function that are sent to your computer, tablet or mobile phone (a device) web browser from a website that you visit and are stored. All websites can send cookies to your device web browser if you allow it. Many websites do this to track online usage. Similar technologies are also often used within emails

R G Phillips & Son Ltd use cookies to collect analytics information but not to collect client data when you visit our website

b) Other information collected from web browsers - your web browser may also provide information about your device such as an IP address and details about the browser that you are using

R G Phillips & Son Ltd does collect information such as the device you are using, your IP address or the browser you are using

11. Do not track (DNT) browser setting

DNT is a feature offered by some browsers, which, when enabled, sends a signal to websites to request that your browsing is not tracked, such as third-party networks, social networks and analytic companies

R G Phillips & Son Ltd does respond to DNT requests

12. Changes to R G Phillips & Son Ltd privacy statement

This privacy statement may be updated from time to time so you may wish to check it each time you submit personal data to **R G Phillips & Son Ltd**. If you do not agree to any changes, please do not continue to the website or submit your personal data to **R G Phillips & Son Ltd**

13. Contacting R G Phillips & Son about this privacy statement

If you have any questions or comments about **R G Phillips & Son Ltd** statement please contact:

Data protection officer, **R G Phillips & Son**, Les Canus Farm, Les Canus, St Sampsons, Guernsey, GY2 4UJ,
rgphillips@cwgsy.net