

Privacy Policy for SDS Carpentry and Building Services UK Limited

Last updated: 31/10/2024

SDS Carpentry and Building Services UK Limited ("we," "us," or "our") is committed to protecting your privacy. This Privacy Policy outlines how we handle any personal information you provide to us through our contact forms, in line with the Data Protection Act 2018 and UK GDPR.

1. Information We Collect

We only collect the following personal information via our website contact forms:

- **Name**
- **Email Address**
- **Phone Number**

This information is solely used to respond to your inquiries and provide you with relevant information about our services.

2. How We Use Your Information

We use the information provided in contact forms for:

- **Responding to Inquiries:** To reply to questions or requests for information about our services.
- **Communication:** To keep in contact with you regarding your inquiry or any follow-up information requested.

We do not use your data for marketing purposes or share it with third parties unless required by law.

3. Data Security

We implement measures to protect your information from unauthorized access or disclosure. Although we strive to protect your data, please note that no transmission of information over the internet is entirely secure.

4. Data Retention

We retain the contact information you provide only as long as necessary to fulfil your inquiry or as required by law. Once no longer necessary, your data is securely deleted.

5. Your Data Protection Rights

Under data protection laws, you have rights related to your personal data, including:

- **Access:** Request a copy of your personal information.
- **Rectification:** Request corrections for any inaccurate information.
- **Erase:** Request deletion of your data, subject to legal obligations.

To exercise these rights, please contact us using the details provided below.

6. Changes to This Privacy Policy

We may update this Privacy Policy periodically. Any changes will be posted on this page and are effective immediately.

7. Contact Us

If you have any questions about this Privacy Policy or your data, please contact us:

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Email: info@sdscarpentry.co.uk

Phone: +44 7588 411 329