



## ESK Decorating Contractors Privacy Policy

### **Our contact details**

Name: ESK Decorating Contractors Ltd

Address: 28 Roche Gardens, Bletchley, Milton Keynes, MK3 6HR

Phone Number: 01908 274054

Email: [steve@esk-mk.co.uk](mailto:steve@esk-mk.co.uk)

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

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, name and contact details)

### **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 for the following reasons
- To provide quotations
- To issue invoices after completion of works

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 on our server
- We keep your data for a 10 year period. We will then dispose your information by deleting your records from our system

## 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 object to processing** - You have the right to object to 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 [steve@esk-mk.co.uk](mailto:steve@esk-mk.co.uk) – 01908 274054 or ESK Decorating Contractors Ltd, 28 Roche Gardens, Bletchley, Milton Keynes, MK3 6HR if you wish to make a request.

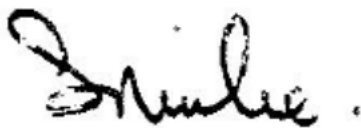
## How to complain

- If you have any concerns about our use of your personal information, you can make a complaint to us at ESK Decorating Contractors Ltd, 28 Roche Gardens, Bletchley, Milton Keynes, MK3 6HR or [steve@esk-mk.co.uk](mailto:steve@esk-mk.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>

Signed:



S Milne Director

Dated 27.11.24