

# Premier Services Privacy Policy 01/01/2024

## Our contact details

Name: Lee Harris

Address: Winteringham, Gainsborough Road, Middle Rasen, Market Rase, Lincolnshire. LN8 3JR

Phone Number: 07932 521695

E-mail:leeharris@hotmail.co.uk

## The type of personal information we collect

We currently collect and process the following information:

- Customers name
- Customers Address
- Customers telephone Number
- Customers Email Address
- Customers Web Address

## How we get your personal information and why we collect it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- To attend your location to quote or carry out work

We use the information that you have given us in order to  
Provide you with a quotation of works to be carried out  
to keep you updated of works

We never share this information with other parties

## How we store your personal information

Your information is securely stored at our address electronically and or on paper

We keep your name, address and contact telephone number for a maximum of three months

We will then dispose of this information by electronically deleting it and or shredding

## 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 [leeharris65@hotmail.co.uk, 07932 521695 and/or Winteringham, Gainsborough Road, Middle Rasen, Market Rasen, Lincolnshire. LN8 3JR 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 [at [leeharris65@hotmail.co.uk, 07932 521695 and/or Winteringham, Gainsborough Road, Middle Rasen, Market Rasen, Lincolnshire. LN8 3JR].

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>