

## Privacy Notice

The personal information you provide to us in this form will be collected and used only in accordance with this notice and with the Privacy Policy. You may request a copy of this policy at any time by asking Nigel Smyth.

### ***IF NOT RELYING ON CONSENT (MOST CASES):***

We need this information in order:

To enter into a binding agreement with you and/or perform our obligations under a binding agreement with you (such as your contract for the supply and fit of windows and doors)

To enable us to comply with our legal obligations

### ***IF RELYING ON CONSENT (WHERE NO OTHER LAWFUL BASIS EXISTS):***

We will only use this information where you expressly give us your consent. By doing this, you give us consent to use your information for the purposes stated in, and in accordance with, this notice and our Privacy Policy, and we will not use your information for any other purposes.

We will use your information for the following purposes only:

- Providing a quote;
- Installing any order you place;
- Marketing similar products and services we may offer from time to time that we reasonably believe may be of interest to you;
- Ensuring that the information we hold about you is accurate and up to date; [and]
- Dealing with the process of putting in place the insurance backed guarantees relating to your installation; and
- Serving and maintaining your installation.

If you do not accept our quote we will retain your information for [12 months] and may contact you during that period to remind you that it is outstanding. After this time frame we will delete your data unless you ask us not to. Where you accept a quote we will retain your information for so long as it takes to complete the installation of your order and thereafter for so long as you have a full and valid insurance backed guarantee in place and/or a service and maintenance contract with us in relation to your installation and such 10 years plus an additional 2 years.

Your information may be shared with our staff, which need to access and process such information in order to fulfil your order and subsequently arrange for the necessary guarantees are properly put in place and other administrative purposes.

Your information will be shared with;

- Independent Network, part of Network Veka Limited for the purpose of contacting you to ensure that you are satisfied with our service and in order to put in place a separate insurance backed 10 year guarantee;
- Consort Windows, Carey Glass Group, New World Developments & Profile Developments the fabricator(s) of your windows, glass, panels & composite doors who may need your details in order to deliver the products to you or to contact you in the event that you need to rely upon your guarantees;
- Assure CPS for the purpose of ensuring that the relevant building regulations are fully complied with.

Your information may be shared with other third parties as set out in our Privacy Policy.

For further information about our use of your personal information, and your rights in respect of your personal information, please refer to the Privacy Policy.