

## **Action Sheetmetal & Roofing Privacy Policy**

Central to the success of Action Sheetmetal and Roofing is our commitment to our clients. We honour without reservation our obligation to respect and protect the privacy of the personal information of individuals with whom we deal.

### **The information we collect**

Whenever it is reasonable and practicable to do so, we only collect information about you directly from you.

We only collect personal information about you which is reasonably necessary to:

- provide you quality products or services
- maintain your contact details

We generally hold personal information relating to:

- the products and services we provide or have provided to you
- your contact details.

### **How that information is used**

We only use and disclose personal information about you for the purpose for which it was disclosed to us or related purposes which would reasonably be expected without your permission.

For example, we may from time to time use your personal information to provide information about products and services which we expect may be of interest to you. However, we do respect your right to ask us not to do this.

We do not sell personal information to other organisations to allow them to do this.

### **Keeping information accurate and up to date**

We take all reasonable steps to ensure that all information we hold is as accurate as is possible. You are able to contact us at any time and ask for its correction if you feel the information we have about you is inaccurate or incomplete.

### **Keeping information secure**

Access to and use of personal information within Action Sheetmetal and Roofing is appropriately limited to prevent misuse or unlawful disclosure of the information.

If other organisations provide support services, we require them to appropriately safeguard the privacy of the information provided to them.

Where the personal information we collect is no longer required, we delete the information.

### **How you can access your information**

You can contact us to request access to your information. We will give you full access to your information.

### **Contact us**

If you have any questions regarding our privacy policy or handling of information, please contact us.