

**Tower Flat Roofing Ltd.**

**Data protection Policy and Private Notice**

The General Data Protection Regulation is a European-wide law that replaces the Data Protection Act 1998 in the UK. It places greater obligations on how organisations handle personal data.

The personal or commercial data that Tower hold, typically contact information of clients and/or Sub-Contractors will be used in conjunction with Contracted works. We will only collect data that is required in association with tendered or instructed works.

The personal data we maintain and hold is listed within our database and is routinely audited to delete data we no longer have a legitimate reason for storing.

Tower do use sub-contractors to assist in the completion of contracted works and we pass the required personal data on a case-by-case basis. Our Contractors are expected to provide their own proof of GDPR compliance before works are carried out and any data passed to them is controlled and only relevant/required for the works they are contracted to carry out.

Consent

By consenting to this privacy notice you are giving us permission to process your personal data specifically for the purposes identified.

Consent is required for Tower to process personal data, but it must be explicitly given. Where we are asking you for sensitive personal data, we will always tell you why and how the information will be used.

You may withdraw consent at any time by writing to Tower at One London Road, Rayleigh, Essex SS6 9HN.

Disclosure

Tower will not pass on your personal data to third parties without first obtaining your consent.

If we become aware of a breach, or a potential breach in our procedures an investigation will be carried out by the Directors of Tower and a decision made over whether the breach is required to be notified to the Information Commissioner's Office (ICO). A decision will also be made over whether the breach is such that the individual(s) should also be notified.

Keith Marzetti

Managing Director

1<sup>st</sup> December 2024

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I agree to Tower holding my personal data for the purposes as stated above.

Name

Date