



Privacy Policy (GDPR) General Data Protection Regulation

Handling of your personal Information

The customers right to privacy is of great importance to us here at EcoGlaze UK Ltd. We recognize that when a customer chooses to provide us with personal information the customer places confidence in our ability to handle customer privacy in a responsible manner.

Where we keep your personal information?

Customers information is kept on a system securely locked with a password, it is never shared with anyone other than the office staff. Information is not accessible to anyone outside of the company. The order form that is signed when placing an order with EcoGlaze UK Ltd is kept in a folder in a secure office that only office staff have access to. We do not share any of the information stored to any other persons/Company (unless we have consent to give another potential customer the existing customers contact details to reference the work we have already carried out at a property in this instance we will always contact the customer first before doing so) .

If a card payment is made over the phone, details are not stored in any form. The details given are entered into the card machine by a member off staff who is authorised to do so. If card details are given to a sales person the card details are given straight to the office staff and then disposed of in a professional way (shredded) as soon as the payment has been put through.

How long is your information stored?

The personal information we have for a customer is stored for the duration of the Guarantee given for work carried out (unless stated otherwise). If the work carried out does not come with a guarantee, please state below if you would like us to keep your information on file.

Photos

EcoGlaze UK Ltd posts photos of work carried out by the company on facebook that are available for the public to see (please note that no information of the customer is given on the post).

I give EcoGlaze UK Ltd consent to use a photo of the work carried out at my property on Facebook

Consent for information to be stored

I give EcoGlaze UK Ltd consent to keep my details (address, contact number and email address) for the duration of the guarantee

Please Circle

2 YEARS

5 YEARS

10 YEARS

NOT AT ALL

(NB If you do not wish for us to store your information it will be hard for the Guarantee to be maintained as we will have no evidence of the work carried out should there ever be a problem in the future)

CUSTOMER SIGNATURE:

DATE: