



INSPIRED

Scaffolding Services Ltd

Privacy Policy - ISS-PO-049

Overview

Maintaining the security of your data is a priority at Inspired Scaffolding Services Limited and we are committed to respecting your privacy rights. We pledge to handle your data fairly and legally at all times. Inspired Scaffolding Services Limited is also dedicated to being transparent about what data we collect about you and how we use it.

Data we collect

We may collect the following data

- Name and job title
- Contact information including email address
- Demographic information such as address including postcode, company scope
- To carry out our obligations arising from any contracts entered into between you and us, to fulfil your orders

Why we collect your data

We only collect information we require and that is relevant for the purposes for which we intend to use it.

- Verify your identity for finance requirements
- Legal compliance – so where the law requires us to do so.
- Requirements for quoting, works or payment requirements

What we do with the information

We require this information to understand your needs and to provide you with a better service, and it particular for the following reasons;

- Internal record keeping
- Quoting and Works requirements
- Finance requirements

When we share your data

We may share your data with:

- Government bodies
- Regulators
- Law enforcement agencies
- Courts/tribunals
- Insurers when required to do so to comply with legal requirements

Other than the above we don't share your information with third parties, if there was a requirement to share your information we would ask for your written consent.

The periods for which we retain your personal information

We will not hold your personal information in an identifiable format for any longer than is necessary for the purposes for which we collected it. For certain purposes we retain information for a period of 7 years after the information is no longer required for business reasons so that we can deal with any legal proceedings that may arise.

How we protect your data

Our security measures include-

- Encryption of data

Visit: www.iss-scaffolding.co.uk

Email: info@iss-scaffolding.co.uk Tel: 01623 870688

Find: Inspired Scaffolding Services Ltd, Brailwood Close,
Newark, Nottinghamshire NG22 8UG

Company Reg No: 7345102

Vat No: 997 9461 33





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- Limited access for office employees
- Regular cyber security assessments of our systems

Your rights

You have the right to ask for a copy of personal data that we hold about you. The right (in certain circumstances) to request that we delete personal data held on you; where we no longer have any legal reason to retain it.

ISS may change this policy from time to time in line with legislation. We will notify customers of any significant changes.

Roger Saxton
January 2021 (Issue 3)
Managing Director

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