



Glazeit Privacy Policy

Our contact details

Name: Glazeit

Address: Unit FF6 John Long Park, Ystrad Road, Fforestfach, Swansea, SA5 4LH

Phone Number: 01792 687150

E-mail: info@glazeit.co.uk

Date: 28/12/2022

The type of personal information we collect

We currently collect and process the following information:

- Your name
- Address (Invoice)
- Address (Site or delivery address)
- Relevant job related email addresses
- Relevant job related telephone numbers
- Relevant Invoices & statement of accounts
- Site drawings

How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- To process an enquiry and order

We use the information that you have given us in order to process your initial enquiry and provide a financial quotation.

We may share this information with necessary third parties such as delivery companies and our suppliers.

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

Date: 28/12/2022

(a) Your consent. You are able to remove your consent at any time. You can do this by contacting info@glazeit.co.uk

(b) We have a contractual obligation.

(c) We have a legal obligation.

(d) We have a vital interest.

(e) We need it to perform a public task.

(f) We have a legitimate interest.

How we store your personal information

Your information is securely stored.

We keep invoices and other financial related documents for 6 years. We will then dispose your information by destroying it or by transferring it to an archive

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at info@glazeit.co.uk, telephone 01792 687150, Glazeit, Unit FF6 John Long Park, Ystrad Road, Fforestfach, Swansea, SA5 4LH, If you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at info@glazeit.co.uk, telephone 01792 687150, Glazeit, Data Protection, Unit FF6 John Long Park, Ystrad Road, Fforestfach, Swansea, SA5 4LH.

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>