

## **Marble Shine Privacy Policy**

At Marble Shine Limited we respect the individuals right to privacy. Good data protection is fundamental to our business. As of 25<sup>th</sup> May 2018, the new regulations for GDPR (General Data Protection Regulation) came into effect. Data collected by Marble Shine is securely stored, we do not share/pass on any information provided by our customers onto any third parties without the consent of our customers.

### **Personal Information / Data Collected**

The data we collect at Marble Shine Limited is collected initially by either customers phoning Marble Shine or filling in an enquiry form on Marble Shine's Website, the details we request are as follows:

- **Customer/Company Name**
- **Property Address/Company Address**
- **Telephone/Mobile Numbers**
- **Email Address**

We use the above information to provide a better service for our customers in the following process:

- **Quotation/Estimation**
- **Scheduling works**
- **Invoicing**

Another way we may use this information is to follow up on your initial enquiry/contact you directly to arrange possible future works. Individuals have the right to request a copy of their information and can request to be removed from our databases at any time.

### **Storage of data collected**

The data we store is either in paper or digital format, stored securely for confidentiality purposes. Additional personal data maybe held on staff's mobiles/smart phones. Personal data which we hold is stored for as long as necessary in order for us to conduct our business as per regulations.

### **Cookies**

Yell Business host Marble Shine Limited's website. Their privacy policy, cookie policy and conditions of use are available on the website, alongside Marble Shine Limited's own privacy policy.

**We have put in place suitable electronic and managerial procedures to safeguard and secure the information we collect.**