**DATA PROCESSING NOTICE**

**This is the Data Processing Notice (also known as a Privacy Policy) of R G Phillips & Son Limited. It is issued in compliance with the Data Protection (Bailiwick of Guernsey) Law, 2017 “the Law”**

We care about your personal data and ensuring you are informed about how we use it. We promise to protect your data, and to manage any information you share with us in line with data protection law.

This Notice sets out how and why we collect and use your personal data and our legal basis for doing so.

**Who are we?**

We are a member of the GBTEA and registered with the Guernsey Registry (16360). We are also registered with The Office of the Data Protection Authority (registration number DPA 2379).

**What do we do?**

R G Phillips & Son Limited is a local construction and building company. We complete large and small private, and contract works.

**What data we collect**

We only hold limited details of relating to our clients. This not only enables us to contact our clients and to enable us to carry out our core business services and/or comply with a contract, but also to comply with statutory requirements and our legal obligations.

**Where does this data come from?**

The personal data we process is given to us directly by you, our clients and from inquiries through our website, telephone calls, emails. We do not collect any personal data from any other sources.

**How we use your personal data**

When you request a quotation we will collect some personal information about you including name, address, contact telephone numbers, email addresses (if necessary), contracts and if any photographs of the proposed works, these will also be held. We require this information for a number of reasons for communicating with you to provide our services and to pass on to third parties specialist works

**Our lawful basis for processing your personal data**

In order to be able to provide you with the services you require, we use our legal contractual basis for processing your personal data and/or rely on our legitimate business interests.

### **Consent**

In instances where we are **not** relying on a contractual and/or legitimate business interests’ basis, we rely on consent to lawfully process your personal data. This can be obtained orally, by email or by an online process *.* You have the right to withdraw your consent at any time, however, it must be highlighted that by withdrawing your consent we may not be able to provide you with our core business services.

**Types of personal data we collect**

* Your contact details, such as name, postal address, email address and contact number
* Bank details
* A record of our communications with you
* Your lifestyle details
* Your health details

**Special category data**

We do not process any personal data as defined by this section of the Law.

**Sharing of your personal data**

We may share your personal data with subcontractors and insurance companies in order to comply with a contract or to fulfil guarantee/warranty obligations.

**Transfer of data**

We do not transfer your personal data outside the Bailiwick of Guernsey other than as stated above.

**Direct marketing**

We do not use any form of direct marketing.

**Retention of data**

All data is retained securely and only used for the purposes for which it was collected under the Law. Data is only retained for as long as is required to comply with our statutory obligations, in order for us to provide you with the services forming part a contract or with your consent. In any event, data is reviewed and weeded accordingly after 7 years, unless there is a guarantee/warranty we may hold these documents until the expiry of the guarantee/warranty period.

**Your rights**

The Law provides you with a number of rights, but specifically and of relevance, you have the right to:

* request confirmation of the personal data that we hold about you and what we are doing with your data
* request correction of your personal data if incorrect, out of date or incomplete
* request that we stop any consent-based processing of your personal data after you have withdrawn that consent

**Social media**

This notice does not cover any third-party websites or social media sites used in conjunction with R G Phillips & Son Limited.We are not responsible for the actions or activities of third-party website/social media outlets. You are advised to read the data collection and privacy statements on other websites and social media outlets you visit.

**Cookies**

R G Phillips & Son Limited use cookies to collect analytics information but not to collect client data when you visit our website b) Other information collected from web browsers. Your web browser may also provide information about your device such as an IP address and details about the browser that you are using. R G Phillips & Son Limited does collect information such as the device you are using, your IP address or the browser you are using

**Contacting us**

We are defined as a Controller according to the Law. If you have any questions or queries regarding how your personal data is being managed, please contact Kelsey-Lee Le Maitre by writing to R G Phillips & Son Ltd, Les Canus Farm, Le Canus, St Sampsons, GY2 4UJ or by emailing rgphillipsandson@cwgsy.net

**Contacting the regulator**

If you feel that your personal data has been handled incorrectly or you are unhappy with our response to any requests you have made to us regarding the use of your personal data, you have the right to lodge a complaint with the data protection regulator – The Office of the Data Protection Authority (ODPA). You can contact them for advice by writing to:

The Office of the Data Protection Authority

Block A

Lefebvre Court
Lefebvre Street
St. Peter Port
Guernsey
GY1 2JP

by telephoning (01481) 742074, by email to info@opda.gg or you can submit a complaint online at [www.odpa.gg](http://www.odpa.gg) and complete the ‘make a complaint’ section.

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