

DIAMOND INTERIOR CONTRACTS PRIVACY AND GDPR POLICY

AN OVERVIEW OF HOW WE COLLECT AND USE YOUR INFORMATION

This is an overview of:

- 1.The types of information we collect about you
- 2.How we collect and use it
- 3.Who we might share it with
- 4.The steps we take to make sure it stays private and secure

HOW WE COLLECT YOUR INFORMATION:

We collect all information we need to perform under contract with you, directly from you.

You are responsible for making sure you give us accurate and to date information.

HOW WE USE YOUR INFORMATION:

We only use your information where we allowed by law e.g. carrying out agreement we have with you, fulfilling a legal obligation, because we have a legitimate business interest or where you agree to it.

WHO WE SHARE YOUR INFORMATION WITH:

We may share your information with Her Majesty's Revenue and Customs (HMRC) as well as Companies House. We may also share your information with credit reference and fraud prevention agencies.

HOW LONG WE WILL KEEP YOUR INFORMATION:

We will keep your information for as long as you have a relationship with us. After the relationship ends, we will keep it where we may need it for our legitimate purposes e.g. legal obligation under HMRC or responding to request from regulators.

SECURITY

We are committed to ensure that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect physically and online.

YOUR RIGHTS:

You have a number of rights relating to your information e.g. to see what we hold, to ask us to share it with another party, ask us to update incorrect or incomplete details, to make a complaint, etc.

MORE INFORMATION

For more information on anything covered in this overview, you can refer to our full Terms of Business and Privacy Notice which will shortly be available on our website www.diamondinteriorcontracts.co.uk.

WHAT INFORMATION DO WE HOLD ON YOU?

Company Name

Address

Email Address

Phone Number

WHERE IS THIS INFORMATION KEPT:

All personal information is held on a passworded office based PC. The PC is kept in a secure office when unattended.

WHO DO WE SHARE THIS INFORMATION WITH?

We would only share this information with HMRC

We need you to confirm to us that you have read this document and agree for us to hold your personal information

If you require help with the new legislation please visit the official GDPR website <https://gdpr-info.eu/> for more information or call the ICO (Information Commissioner's Office) helpline on **0303 123 1113** and select option 4

Yours Faithfully

Diamond Interior Contracts Admin Team.

PRIVACY POLICY

The privacy policy explains how (“we”) use any personal information we collect about you, when you use this website.

TOPICS

Who we are

What information do we hold?

How will we use the information about you?

Who we might share your information with

Your Rights

How long we keep your information for

Security for

How to contact us

WHO WE ARE

When we say ‘we’ or ‘us’ in this policy, we’re generally referring to the separate and distinct legal entities that make up Diamond Interior Contracts LLP

Head Office: Bencewell Business Centre, Oakley Road, Bromley BR2 8HG

WHAT INFORMATION DO WE HOLD?

Information that you provide to us such as your name, address, telephone number, email address, bank account, payment card details and any feedback you give to us, including by phone, email, post, or when you communicate with us via social media;

Information about the Services that we provide to you (including for example, the things we have provided to you, when and where, what you paid, the way you use our products and Services, and so on);

HOW WILL WE USE THE INFORMATION ABOUT YOU?

The information we collect may be used to:

Make available our Services to you

Help us ensure that our customers are genuine and to prevent fraud;

WHO WE MIGHT SHARE YOUR INFORMATION WITH?

We do not, and will not, sell any of your personal data to any third party – including your name, address, email address or financial information.

However, we share your data with the following categories of companies as an essential part of being able to provide our services to you, as set out in this statement:

warehouses, order packers, and delivery companies

Credit reference agencies, law enforcement, leasing companies and fraud prevention agencies, so we can help tackle fraud

YOUR RIGHTS

Access and correction of your personal information You have the right to access the personal information that we hold about you in many circumstances. This is sometimes called a 'Subject Access Request'. If we agree that we are obliged to provide personal information to you (or someone else on your behalf), we will provide it to you or them free of charge. Before providing personal information to you or another person on your behalf, we may ask for proof of identity and sufficient information about your interactions with us that we can locate your personal information.

If any of the personal information we hold about you is inaccurate or out of date, you may ask us to correct it. If you would like to exercise these rights, please contact us as set out below. **Right to stop or limit our processing of your data** You have the right to object to us processing your personal information if we are not entitled to use it any more, to have your information deleted if we are keeping it too long or have its processing restricted in certain circumstances. If you would like to exercise this right, please contact us as set out below.

HOW LONG WILL WE KEEP YOUR INFORMATION FOR?

We will retain a record of your personal information. This is done in order to provide you with a high quality and consistent service. We will always retain your personal information in accordance with law and regulation and never retain your information for longer than is necessary.

SECURITY

We take security measures to protect your information including:

All personal information such as bank details, date of birth, name and address, telephone number, email address, invoices, payslips etc, are kept in a locked office and a password protected computer.

HOW TO CONTACT US

If you would like to exercise one of your rights as set out above, or you have a question or a complaint about this policy, the way your personal information is processed, please contact us by one of the following means:

By email: admin@dicontracts.co.uk

By post: Diamond Interior Contracts Bencewell Business Centre Oakley Road Bromley BR2 8HG

COOKIE POLICY

Our websites use cookies. A cookie is a small file of letters and numbers that we put on your computer. These cookies allow us to distinguish you in anonymous form from other users of our websites and helps us to provide you with a good experience when you browse our websites. The cookies we use are either 'analytical' cookies, which allow us to recognise and count the number of visitors and to see how visitors move around the sites when they are using them, or functionally necessary for the sites to operate. This helps us to improve the way our websites work, for example, by ensuring that users are finding what they are looking for easily.

Some cookies are essential to ensure this website works for you in the best possible way. You may delete and block all cookies from the sites, by activating the setting on your browser that allows you to refuse the setting of all or some cookies, but you may not be able to access all or parts of our site.

Read more about individual cookies we may use and how to recognise them below.

These cookies are used to collect information about how visitors use our site. We use the information to compile reports and to help us improve the site. The cookies collect information in an anonymous form, including the number of visitors to the site, where visitors have come to the site from and the pages they visited. [Click here for an overview of privacy at Google.](#)