

# *Scorpio Windows Ltd*

## Privacy Notice

Scorpio Windows Ltd complies with its obligations under the GDPR by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

The personal data we collect/hold for you will be used solely by Scorpio Windows Ltd. This may include your name, address, telephone number and email address. We will also retain information relating to the quotation we sent and or the installation we carried out.

In the event of passing your data onto a third party, we will do so securely and for good reason.

We will only disclose information about you to third parties if we are legally obliged to do so or where we need to pass on certain information i.e. Fensa/Insurance Company.

We keep your personal data for no longer than reasonably necessary or for 10 years for insurance purposes.

### **Your rights and your personal data**

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data:-

- The right to request a copy of your personal data, which Scorpio Windows Ltd holds about you.
- The right to request that Scorpio Windows Ltd corrects any personal data if it is found to be inaccurate or out of date.
- The right to request your personal data is erased where it no longer necessary for Scorpio Windows Ltd to retain such data.

### **Further processing**

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions.

Where and whenever necessary, we will seek your prior consent to the new processing.

### **Consent**

By agreeing to our quotation and or order confirmation, you are confirming that you have read this Data Protection Notice and that you are consenting to Scorpio Windows Ltd holding and processing your personal data and sharing your personal data (name, address, telephone number and installation details) with Fensa for the purpose of fulfilling the requirements of the Competent Person Scheme for self-certification under the Building Regulations. This data will be used to provide essential documentation and will be retained on files for the lifetime of the guarantees, which do not exceed 10 years.

If you have any concerns as to how your data is processed you can contact:

Helen Fowler – Data Protection Officer at [scorpio-sales@btconnect.com](mailto:scorpio-sales@btconnect.com)

Tel: 01462 701177