

## Data Privacy Statement

Last Revised – 24th May 2018

### Statement of Policy

L.J.Roofing Contractors LTD is committed to protecting and respecting your privacy.

This policy (together with our terms and conditions and any other documents referred to in it) sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us. It explains how we meet our responsibilities under Data Protection and GDPR law. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it. By interacting with our website, creating an Account and using our services you are accepting and consenting to the practices described in this policy.

### Definitions

L J Roofing Contractors Ltd – the service in its entirety.

L J Roofing Contractors Ltd –the Company and its employees providing the Service.

Customer/Vendor: A user and/or an organisation who enters data into the L J Roofing Contractors service via an Account and the use of L J Roofing Profiles.

Contractor: An Organisation and its employees that has access to data entered by Vendors.

Primary Contact: The main point of contact between L J Roofing Contractors Ltd and the Customer/Vendor. Normally the person who creates the account, enters the data into the Profile and submits the Profile to one or more Contractors.

The following definitions of terms used support Article 4 of the European Union’s General Data Protection Regulation (GDPR):

Personal Data: Any information relating to an identified or identifiable natural person (“Data Subject”) who can be directly or indirectly identified.

Sensitive Personal Data: Personal data which are, by their nature, particularly sensitive in relation to fundamental rights and freedoms.

Data Controller: The natural or legal person, public authority, agency or any other body, which alone or jointly with others, determines the purposes and means of the processing of personal data.

Data Processor: The natural or legal person, public authority, agency or any other body, which processes personal data on behalf of the Data Controller.

### Personal Data

L J Roofing Contractors Ltd collects, stores and processes certain Personal Data for the performance of its business. Data is also obtained from Vendors about their employees and some 3rd party connected organisations. This data is shared or used for electronic communications (including marketing) only where consent has been given unambiguously or where L J Roofing has a legitimate interest.

L J Roofing does not collect, store or process any Sensitive Personal Data as defined under the GDPR

Personal Data collected by L J Roofing includes but may not be limited to:

Vendor Primary Contact – Name; Address; Email address; Phone number

Customer/Contractor User Contact Details – Name; Address; Email address; Phone Number; Job

Other Vendor employees – Name; Email address; Phone number; Job

3rd Parties (eg Insurance Broker) – Email address

Wherever L J Roofing collects, stores and processes Personal Data, L J Roofing is the Data Controller as defined under GDPR.

Data Processing and Lawful Basis

GDPR requires organisations to have a 'lawful basis' for each purpose or process involving Personal Data. L J Roofing processes the collected Personal Data in a number of different ways leading to a number of different lawful bases.

Process: Collection and Dissemination of Vendor pre-qualification and compliance information

Role: Data Controller

Lawful Basis: Legitimate Interest

It is the purpose of the L J Roofing Services to facilitate the efficient collection and dissemination of the data. It is in the best interests of both Vendors and Contractors to achieve this through the L J Roofing Contractors online database. It is L j Roofing's considered opinion that Vendors/Customers will expect this to happen when they choose to use the L J Roofing service (by creating an account) and that processing the data in this way has a minimal impact on personal privacy.

Process: L J Roofing system generated communications to Vendor/Custom Primary Contacts

Role: Data Controller

Lawful Basis: Contract

L J Roofing Contractors Ltd have a contractual obligation to communicate Contractor information requests; account status and other system generated communications to Vendor organisations via the Primary Contact.

Process: L J Roofing marketing emails

Role: Data Controller

Lawful Basis: Consent

Marketing emails will only be sent where unambiguous consent has been given.

Process: Contractor User Administration

Role: Data Controller

Lawful Basis: Legitimate Interest

L J Roofing Contractors Ltd have a legitimate business need to know who is using our Contractor service and to be able to easily communicate with them regarding system administration; features and usage statistics. It is L J Roofing's considered opinion that users will expect this to happen when they choose to use the L J Roofing service (by accepting the L J Roofing Terms and Conditions) and that processing the data in this way has a minimal impact on personal privacy.

## Uses of the Data Provided

### **Information you give to us.**

We will use this information:

to carry out our obligations arising from any contracts entered into between you and us and to provide you with the information, products and services that you request from us;

to provide you with information about other goods and services we offer that are similar to those that you have already purchased or enquired about;

to provide you, or permit selected third parties to provide you, with information about goods or services we feel may interest you. Where we permit selected third parties to use your data, we (or they) will contact you by electronic means only if you have consented to this;

to ensure that content from our site is presented in the most effective manner for you and for your computer.

Information we collect from you.

### **We will use this information:**

to administer our site and for internal operations, including troubleshooting, data analysis, testing, research, statistical and survey purposes;

to improve our site to ensure that content is presented in the most effective manner for you and for your computer;

to allow you to participate in interactive features of our service, when you choose to do so;

as part of our efforts to keep our site safe and secure;

to measure or understand the effectiveness of advertising we serve to you and others, and to deliver relevant advertising to you;

to make suggestions and recommendations to you and other users of our site about goods or services that may interest you or them.

### **Information we receive from other sources.**

We may combine this information with information you give to us and information we collect about you. We may use this information and the combined information for the purposes set out above (depending on the types of information we receive).

### **Disclosure of your Information**

We may share your information with selected third parties including:

Business partners, suppliers and sub-contractors for the performance of any contract we enter into with them or you.

Analytics and search engine providers that assist us in the improvement and optimisation of our site.

If we are under a duty to disclose or share your personal data in order to comply with any legal obligation, or in order to enforce or apply our terms of use; or to protect the rights, property, or safety of L J Roofing Contractors LTD, our customers, or others. This includes exchanging information

with other companies and organisations for the purposes of fraud protection and credit risk reduction.

### **Your Rights**

You have the right to ask us not to process your personal data for marketing purposes. We will only process your personal data for marketing purposes if we have your unambiguous consent. You can give or remove your consent by contacting us at our registered address or by email to [ljroofing@btinternet.com](mailto:ljroofing@btinternet.com)

### **Information we collect from you.**

We will use this information:

The right to be informed; This Data Privacy Statement informs you of data processing carried out by L J Roofing Contractors Ltd.

The right of access; You can access the data we store about you by sending us an information request

The right to rectification; If your data is inaccurate, you may correct it by sending us an update request

The right to erasure; Data may be erased by sending us a removal request. Data will be removed if there is no compelling reason (eg legal requirement) for it to be kept

The right to restrict processing; You may request restricted processing however this may mean that consequently we are unable to continue to offer the L J Roofing service to you.

The right to object; You have the right to request your data be returned to you in a manner and format convenient to move to another electronic device or service.

The right to rectification; You have the right to object to the way L J Roofing Contractors Ltd handles and processes your Personal Data and to question our 'legitimate interest'. Upheld objections will result in L J Roofing Contractors ceasing to process your Personal Data

Rights in relation to automated decision making and profiling; L J Roofing Contractors do not perform any automated decision making or profiling based on any Personal Data

Our site may, from time to time, contain links to and from the websites of our partner networks, advertisers and affiliates. If you follow a link to any of these websites, please note that these websites have their own privacy policies and that we do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data to these websites.

### **Contact**

Questions, comments and requests regarding this privacy policy are welcomed and should be addressed to:

The Data Manager

L J Roofing Contractors Ltd

Waterside Works

Tame Street

Stalybridge

SK15 1ST

Or sent via email to: [ljroofing@btinternet.com](mailto:ljroofing@btinternet.com)