



# LC Services (Building) Ltd

## Privacy Policy

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### 1) Introduction.

LC Services Building Ltd is committed to safeguarding your privacy and ensuring your personal data is protected. This privacy policy applies to [www.lcsbuilding.com](http://www.lcsbuilding.com).

By using LCS's, services you are agreeing to the terms of this privacy policy under the lawful basis "Contract". If you do not agree with any terms stated in this policy, you have the right to decline. For more information on how to do this please see sub Section 8 your rights and who to contact.

### 2) How we collect your personal data.

Personal Data for example;

Personal data includes email, telephone contacts that are both directly and indirectly identified.

*\* We may collect personal data from either (i) you directly, or (ii) upon request through a quote or service. Please note however all information we collect on your behalf, will only be on a voluntary basis.*

### 3) Types of Information that we hold.

Name, Company, Postal address, Company address, Telephone Numbers, home, office, mobile. Banking details that you have provided.

### 4) How we use your Personal Data.

By entering into a contract with LCS you allow us the right to use your personal data to process your application of works to provide services, respond to your queries and comments, to prevent or detect fraud or other crimes and / or verify your identity, to verify /check your credit /payment terms and to process payment instructions.

### 5) Transfers to third parties.

We may pass on your personal details to third parties only when it is deemed necessary to complete your contract, quote or request. We do not sell any details on to third parties for marketing purposes.

### 6) Protecting your personal data.

LCS maintain appropriate administrative, technical and physical safeguards to protect the personal data we have against accidental, unlawful or unauthorised destruction, loss, alteration, access, disclosure or for the use of unlawful forms of processing.

### 7) Changes in our Privacy Policy.

"We reserve the right to change or update this policy when necessary the updated versions can be found at [www.lcsbuilding.com](http://www.lcsbuilding.com) - This privacy policy was last updated 11th April 2018.

### 8)Your rights and who to contact.

Please do not hesitate to contact us if you have any questions, comments or concerns regarding this privacy policy. Point of contact: Sadie Cliff, Data Controller.

You have the right to tell us if you:

- Don't want to be contacted in the future by us.
- Would like a copy of the personal data which we hold about you.
- Would like to update or correct your personal data in our records.
- Wish to report any violations of the privacy policy.

If you wish to contact us via email, please send an email to [sadie@lcsbuilding.com](mailto:sadie@lcsbuilding.com) or by telephone on **01256 896544**.

Or write to us at:

**LC Services (Building) Ltd, Sterling House, Stroudley Road, Basingstoke, Hampshire. RG24 8UG.**

ID, we accept to process your request.

LCS accepts the following forms of ID when information on your personal data is requested:

- Passport
- Driving Licence
- Birth Certificate
- Bank Statement
- Utility Bill