

DATA AND PRIVACY POLICY

Data and Privacy Policy

This privacy policy will explain how P McVey Building Systems Ltd uses the personal data we collect from you.

What data do we collect?

P McVey Building Systems Ltd collects the following data:

- Personal identification information (Name, email address, phone number, etc.)
- Bank Details
- National Insurance and UTR numbers (This list is not exhaustive).

How do we collect your data?

You directly provide P McVey Building Systems Ltd with most of the data we collect. We collect data and process data when you:

- Complete an online enquiry form
- Voluntarily complete a customer survey or provide feedback on any of our message boards or via email.
- Use or view our website via your browser's cookies.
- Reply to advertising via telephone call, whatsapp, email or text message.
- Through Social Media platforms

How will we use your data?

Our Company collects your data so that we can:

- Provide quotes
- Email you with special offers on other products and services we think you might like.
- Your data will never be shared with a third party.

How do we store your data?

P McVey Building Systems Ltd securely stores your data at 3 Creagh Business Park, Hillhead Road, Toome, in a locked room at all times. P McVey Building Systems Ltd will keep your data and personal details for three years after your contact. Once this time period has expired, we will delete your data by shredding and disposing of forms and all other data held about you including contact details held digitally. All digitally held data is password protected and all backups are encrypted. All computer equipment is secured with firewalls, virus scanning programs, all laptops and desktop computers are password protected.

Marketing

P McVey Building Systems Ltd would like to send you information about buildings and special offers of ours that we think you might like. If you have agreed to receive marketing, you may always opt out at a later date. You have the right at any time to stop P McVey Building Systems Ltd from contacting you for marketing purposes.

What are your data protection rights?

- **The right to access** – You have the right to request P McVey Building Systems Ltd for copies of your personal data.
- **The right to rectification** – You have the right to request that P McVey Building Systems Ltd correct any information you believe is inaccurate. You also have the right to request P McVey Building Systems Ltd to complete the information you believe is incomplete.
- **The right to erasure** – You have the right to request that P McVey Building Systems Ltd erase your personal data, under certain conditions.
- **The right to restrict processing** – You have the right to request that P McVey Building Systems Ltd restrict the processing of your personal data, under certain conditions.
- **The right to object to processing** – You have the right to object to P McVey Building Systems Ltd processing of your personal data, under certain conditions. The right to data portability you have the right to request that P McVey Building Systems Ltd transfer the data that we have collected to another organisation, or directly to you, under certain conditions.

If you make a request, we have one month to respond to you. If you would like to exercise any of these rights, please contact us:

- Email: info@pmcveybuildingsystems.com
- Call: 02879418670
- Or write to us: 3 Creagh Business Park, Hillhead, Toomebridge, BT41 3UF

If you have any questions about Our Company's privacy policy, the data we hold on you, or you would like to exercise one of your data protection rights, please do not hesitate to contact us.

A handwritten signature in dark ink, appearing to read "P. McVey". The signature is fluid and cursive, with a long, sweeping underline.

Pat McVey Managing Director
Reviewed: 10/02/2025