



# Oakfield Contracting Service Ltd Privacy Notice

**Last updated: September 2024**

## **What is this document?**

This Privacy Notice explains how and why Oakfield Contracting Service Ltd (also referred to as "Oakfield", "we", "our" and "us") use and process the personal data of individual users of our website [www.oakfield-cs.co.uk](http://www.oakfield-cs.co.uk) (the "website") and those that access our services directly.

This Privacy Notice is not a contract and does not create any legal rights not otherwise provided by law. You should read this Privacy Notice, so you know what we are doing with your personal data.

## **Our responsibilities as "data controllers"**

"Personal data" is any information that relates to an identifiable person, for example your name, address and contact information.

"Data controllers" are us as we control the personal data provided by you and process it.

"Process" relates to any activity using personal data including collection, use and storage.

## **What data do we collect and how do we get it?**

We collect or use the following information to provide services and goods, provide guarantees, for research and archiving purposes and for dealing with queries or complaints:

- Names and contact details
- Addresses



- Photographs or video recordings

This data is received directly from your interaction with us through different forms of media and communications including email.

### **How do we use your personal data and why?**

We process your data for the purpose of providing the relevant service to you. We are required by law to always have a “lawful basis” for processing your personal data. Which lawful basis we rely on may affect your data protection rights.

We use the personal data you provide for a number of reasons including to provide our services to you on-site, to allow communication with you, and to keep an accurate record allows us to provide the best services for you.

Our lawful bases for collecting and processing personal data to provide our services are necessary for our legitimate interests.

### **Who do we share information with and why?**

In order to perform our services, we share information with Xero, an accounting software which processes payments using email.

### **How long do we keep your personal data for?**

We will only retain your personal data for a limited period of time and for no longer than is necessary for the purposes of which we are processing it for. Once personal data is no longer necessary, we will either delete or deidentify the personal data.

### **What are your rights in relation to your personal data?**

You have legal rights in relation to any personal data about you which we hold. If you have any questions or concerns about how we process your



personal data, please contact the details below. You can find out more about your data protection rights and the exemptions which may apply on the ICO's website.

### **Children's personal data**

Our services are not direct to, and we do not intend to, collect or process personal data from children under 18. If an individual is under 18, they should not use our services or provide us with any personal data.

### **Updates to this Privacy Notice**

We may update this Privacy Notice at any time to reflect changes in how we process data or the types of data we process. We also encourage you to check this Privacy Notice regularly to be completely updated.

### **Contact us**

If you have any queries or concerns about any of the subjects within this Privacy Notice or would like more information, please contact us at the following details.

**Email:** [lee@oakfield-cs.co.uk](mailto:lee@oakfield-cs.co.uk)

**Phone:** 07786402850

Priding ourselves on preserving the past.