



LBT BRICK & FACADES

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LBT Brick & Facades Privacy Policy

LBT Brick & Facades Ltd, with registered offices located at Orlando House, 67 Manchester Road, Bolton, BL2 1ES are committed to protecting and respecting your privacy.

This Privacy Policy alongside our Conditions of Sale set out the basis on how your personal data will be collected and how it is processed by us. This policy applies to any personal data we collect from you during any form of communication with LBT Brick & Facades Ltd and/or any of its representatives/employees.

Please read the following carefully to understand our views and practices regarding your personal data and how we will use it.

Under the newly enforced General Data Protection Regulation act, 2018 (GDPR) please see our guidelines explained in further detail below.

Information we may collect from you-

- When you are required to provide details about yourself or the company you are working on behalf of. (Types of information collected can include but are not limited to names, telephone numbers, email addresses and location details).
- When you enquire about our products via telephone, email, our website or elsewhere
- When you purchase our products via telephone, email or elsewhere such as through one of our Sales Representatives.
- When site visits are carried out
- When you submit your CV to us or apply for a current vacancy.
- When a contract of employment is offered.

Where we store your personal data

All Computing systems within the business are protected by up to date approved security software systems such as firewalls, anti virus software and an encrypted server system to ensure all your data is safeguarded in compliance with GDPR regulations.

We require any third party who is contracted to process your personal data on our behalf to have security measures in place to protect your data and to treat such data in accordance with the law.

In the unfortunate event of a personal data breach, we will notify you and any applicable regulator when we are legally required to do so.

The data we collect from you may be used in the European Economic Area (EEA) It may be used by staff outside this area who work for us or for one of our suppliers. By submitting your personal data, you agree to this transfer, storing and/or processing. We will take all accountable measures to ensure that your data is treated securely and in accordance within this privacy policy.

Uses made of the information

We use information held about you in the following way;

- For the general processing of orders and delivery schedules
- To maintain our customer/supplier accounts and keep such information up to date.
- To provide you with information that you request from us or which we feel may interest you, where you have consented to be contacted for such purposes.
- To carry out our obligations arising from any contracts entered into between you and us.
- To notify you of changes to our service.

We may also use your data or permit selected third parties to use your data to provide you with information about goods and services which be of interest to you and we or they may contact you about these via a form of communication deemed necessary. (For example, changes to delivery schedules or brick availability).

If you do not want us to use your data in this way, or if you have a preferred method of communication then please inform us.

Disclosure of your information

We may disclose non-public, personal information you provide, as required to conduct our business and as permitted or required by law. We may share information with our insurance company affiliates or with third parties that assist us in processing and servicing your account such as our bank and/or accountants. We also may share your information with regulatory or law enforcement agencies, reinsurers and others, as permitted or required by law.

Your rights

The right to access your data- it is your right to request copies of the information we hold on you. These can be provided via email or post only.

Request correction of your personal data- If you feel that any of the information we hold on you is incorrect, it is your right to request that this is corrected. This kind of request is preferred in writing to avoid any misinterpretation.

The right to request disposal of your data- If you feel that there is no longer any need for LBT Brick & Facades Ltd to hold your personal data, then you may request that such data is disposed of in line with Data Protection and GDPR guidelines. This is providing that all contracts/works have been completed and all account balances settled.

The right to restrict the processing your data- On occasion we will need to share your data with third parties such a hauliers and manufacturers. We will ensure that they too handle your information with sensitivity. If you do not consent to particular aspects of your data being shared with third parties then please inform us in writing.

The right to lodge a complaint- If you feel like we have not handled your personal data correctly or as outlined within this policy, please inform us within 72 hours so we can correct this.

If you wish to exercise any of your rights, have a complaint, or just have questions, please do not hesitate to contact us.

Changes to our Privacy Policy

Any changes made to our privacy policy will be published on our website.

Last updated 17th May 2018

