

# PRIVACY POLICY

We only collect data to complete our contract with, deliver goods and services and to keep you informed of any new services and offers we have, provide estimates and to follow these up. Your details will only be used by Henfield Flooring ltd and associated sub contractors, for the purpose of Henfield Flooring business only, and will not be passed onto or sold to any third party, unless requested by law.

Your data is collected from yourself only, via shop visit, phone, email, post or contact form from our website. The data is stored on our business computer system, accounts system and paper records. With paper records and job/estimate books, these can be carried by Henfield Flooring ltd Staff and subcontractors to complete services outside of our business premises, eg home visits, fitting appointments.

We will keep your data for warranties, future/repeat project and to inform you of any new services and offers we may have.

You can request to have your data removed, either in writing or by email, however if you have purchased from us, your data is stored on our accounts system and cannot be removed for tax/vat laws, but any other data we have will be removed.

Our shop is covered by CCTV for security purposes only and can only be viewed by Henfield Flooring ltd staff, unless requested by law or police enforcement.