

## 1<sup>st</sup> Class Window Systems Limited

### Privacy Policy

- 1 1st Class Window Systems Limited collects, uses and is responsible for certain information acquired in the process of entering into contracts for the purchase or sale of goods and/or services including:  
names (individual & company), addresses, job titles, contact details, bank details (suppliers & employees), accounting technical and contractual records.
- 2 We will not share this information with third parties other than:  
if required by law so to do;  
to enforce our legal rights;  
to the extent a third party requires certain information to enable us to discharge our contractual obligations.
- 3 We will hold personal information only as long as is necessary to discharge our contractual obligations including any warranty period.
- 4 Under the General Data Protection Regulation, you have a number of rights including:
  - \* access to the information held
  - \* the right to require correction of mistakes
  - \* the right to require erasure personal information in certain circumstances
- 5 We limit internal access to your personal information to those who have a business need who in turn can only use it for authorised purposes and are subject to a duty of confidentiality.
- 6 Engaging with us or transacting business will be deemed permission for us to collect and retain such information as we reasonably require to pursue and protect our legitimate business interests with you.
- 7 This privacy policy is dated 1<sup>st</sup> January 2019 and may be amended periodically via our website [www.1stclasswindows.net](http://www.1stclasswindows.net)
- 8 For any matters arising from this notice, please contact us:  
by email [sales@1stclasswindows.net](mailto:sales@1stclasswindows.net)  
by phone 01323 760405  
by post Unit 20, Potts Marsh Industrial Estate, Westham, Pevensey, E. Sussex BN24 5NH