**WHAT IS YOUR PERSONAL INFORMATION**

Your personal information is limited to your name (plus company name if applicable), address, email address (if applicable), and telephone number(s). It will also include details of requested works, and/or billing information. It does not include financial or bank details.

**HOW YOUR INFORMATION IS STORED AND USED**

We do not share your personal information with any other trades or agencies. We do not use your personal data for marketing purposes, or collect data via our website. Your personal information is held securely within Quickbooks Pro 2012, Microsoft Outlook, and a mobile device. These devices and/or software may change, but the premise remains.

Your personal information is used for the sole purpose of planning, managing, and billing work you have requested us to do.

There is a statutory requirement to retain your information for a period of 7 (Seven) years from last invoice or estimate. This is a requirement of HMRC. After this time your details will be securely removed from our database.

**ACCESS TO YOUR INFORMATION**

You may request a copy of your personal information at any time by writing to us at 37 Limes Avenue, Aylesbury, HP21 7HB, or emailing [enquiries@cphm.co.uk](mailto:enquiries@cphm.co.uk). Please allow seven calendar days for a response.