



## Inspired Build Limited Privacy Policy

### **1. Introduction**

This Privacy Notice explains in detail the types of personal data we may collect about you when you interact with us. It also explains how we'll store and handle that data, and keep it safe.

We hope the following sections will answer any questions you have but if not, please do get in touch with us.

It's likely that we'll need to update this Privacy Notice from time to time. We'll notify you of any significant changes, but you're welcome to come back and check it whenever you wish.

For simplicity throughout this notice, 'we' and 'us' means the Inspired Build Limited.

The data controller at Inspired Build Limited is Matthew Gardiner.

The law on data protection sets out a number of different reasons for which a company may collect and process your personal data, including:

### **2. Legal Basis for keeping personal information**

The law on data protection sets out a number of different reasons for which a company may collect and process your personal data. The lawful reason for collecting data by Inspired Build Limited is Consent.

In specific situations, we can collect and process your data with your consent such as signing up to a newsletter or contacting us via our contact page.

When collecting your personal data, we'll always make clear to you which data is necessary in connection with a particular service.

### **4. When do we collect your personal data?**

- When you contact us via our website contact form.
- When you agree to employ the services of Inspired Build.
- When you engage with us on social media.
- When you sign up to our newsletter.
- When you contact us by any means with queries, complaints etc.
- When you choose to complete any survey or reviews we send you.
- When you've given a third party permission to share with us the information they hold about you.

### **5. What sort of personal data do we collect?**

This website may collect the following information via its contact and enquiry form features (use of these features is optional):

- When contacting us through our contact form on the website we collect your name, e-mail address and telephone number along with any comments you may have left.

- Details of your home address, name and contact details if you decide to proceed with our quoted services.
- Copies of documents you provide to prove your age or identity where the law requires this. (including your passport and driver's licence). This will include details of your full name, address, date of birth and facial image. If you provide a passport, the data will also include your place of birth, gender and nationality.

## **6. How we use this data**

Collecting this data helps us to understand what you are looking for from the company and to improve our products and services.

Specifically, we may use data:

- For our own internal records
- To improve our products and services
- To contact you in response to a specific enquiry
- To customise the website for you
- To send you promotional emails about products, services, offers and other things we think might be relevant to you
- To contact you via email or telephone for market research purposes

We will not share your personal information with or sell it to third-party marketers.

## **Our service partners**

We may use the following third-party service providers named below to process and store your data:

- Mailchimp (The Rocket Science Group, LLC), which we use to manage email marketing subscriber lists and send emails to our subscribers. [Read their privacy policy.](#)

## **8. How we protect your personal data**

We are aware of how important data security is to all our customers. With this in mind we will treat your data with the utmost care and take all appropriate steps to protect it.

We secure access to all transactional areas of our websites and apps using 'https' technology.

Access to your personal data is password-protected.

We regularly monitor our system for potential threats and identify ways to further strengthen security.

## **9. How long will we keep your personal data?**

Whenever we collect or process your personal data, we'll only keep it for as long as is necessary for the purpose for which it was collected.

At the end of that retention period, your data will either be deleted completely or anonymised, so that it may be used for statistical analysis and business planning.

## **10. Your of your rights**

You have the right to request:

- Access to the personal data we hold about you, free of charge in the majority of cases.
- The correction of your personal data when incorrect, out of date or incomplete.
- For example, when you withdraw consent, or object and we have no legitimate overriding interest, or once the purpose for which we hold the data has come to an end (such as the end of a contract).
- That we stop using your personal data for direct marketing (either through specific channels, or all channels).
- That we stop any consent-based processing of your personal data after you withdraw that consent.

You have the right to request a copy of any information about you that the Inspired Build Limited may hold, and also to have that information corrected if it is inaccurate. To ask for your information, please write to: Data Protection Officer, Inspired Build Limited, The Old Coal Yard, Cheapside, Stroud, Gloucestershire, GL5 3BN. To ask for your information to be amended, please again write to us at the address above or contact us via our website form or by telephone.

If we choose not to action your request we will explain to you the reasons for our refusal.

### **Your right to withdraw consent**

If you have given us your consent to use your personal data at a point in time, you have the right to change your mind at any time and withdraw that consent.

### **Where we rely on our legitimate interest**

In cases where we are processing your personal data on the basis of our legitimate interest, you can ask us to stop for reasons connected to your individual situation. We must then do so unless we believe we have a legitimate overriding reason to continue processing your personal data.

### **Direct marketing**

You have the right to stop the use of your personal data for direct marketing activity through all channels, or selected channels. You can 'unsubscribe' using the link via our newsletter any time.