22/05/2018

**FAIR PROCESSING OF INFORMATION NOTICE**

WHAT INFORMATION IS BEING COLLECTED?

* Email Address
* Telephone number/s
* Address
* Copy of ID (Contractors only - as per government guideline for proof of eligibility to work in the UK)
* Bank details (Contractors only)
* CCTV (used on construction sites outside of working business hours for security and crime prevention purposes)

1215 Heritage Homes Ltd retains your data as listed above for the purpose of conducting business.

WHO IS COLLECTING DATA AND WHY?

1215 Heritage Homes Ltd collects the data through normal business communication with you to enable the purchasing of goods/services, construction and the selling of houses.

The data is held securely and deleted when no longer in use.

WHO WILL IT BE SHARED WITH?

1215 Heritage Homes Ltd does not sell information to other companies.

WHO TO CONTACT TO OBTAIN THE INFORMATION WE HOLD ON YOU:

Please email info@1215HeritageHomes.co.uk . The information will be supplied within 1 month free of charge. For security purposes, you will be required to confirm your identity to us to enable this.

WHO TO CONTACT TO REQUEST TO BE REMOVED:

You can request to have your data deleted from our system at any time, please email: [info@1215HeritageHomes.co.uk](mailto:info@1215HeritageHomes.co.uk). For security purposes, you will be required to confirm your identity to us to enable this.