**22/05/2018**

**GDPR**

**INFORMATION WE HOLD:**

**CONTRACTORS:**

**Information we 1215 Heritage Homes hold:**

* **On contractors that are working for us.**

The information consists of address (work or home, whichever has been provided), contact telephone (land line and or mobile, whichever has been provided), email address, payment details, copy of ID as proof of eligibility to work in the UK (as per government guidelines).

* **On contractors who have expressed interest in future contracts.**

Permission obtained to keep their email address in order to contact them at a future date as and when relevant working contracts become available.

**How we obtain the information:**

All this information is obtained electronically through email.

**How we store, use and share the information:**

The information is kept on our Xero accounts system and on a team drive for relevant members of 1215 Heritage Homes to access to conduct business.

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**CUSTOMERS:**

**Information we 1215 Heritage Homes Ltd hold on house buyers:**

An account is set up on our accounts system Xero. The customers name, address, telephone and email are stored within Xero.

**How we obtain the information:**

Electronically through email.

**How we use and share the information:**

The information is used to enable us 1215 Heritage Homes Ltd to sell new homes.

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**SUPPLIERS:**

**Information we 1215 Heritage Homes Ltd hold on suppliers:**

An account is set up on our accounts system Xero. The suppliers name, address, telephone and email are stored within Xero.

**How we obtain the information:**

Electronically through email.

**How we use and share the information:**

The information is used to enable us 1215 Heritage Homes Ltd to enable us to order in goods and services necessary for business.