

Privacy Notice

(GDPR and DPA 2018) (UK)

CONTENTS

CLAUSE

1. Important information and who we are.....	3
2. The data we collect about you.....	3
3. How we use your personal data.....	4
4. How we share your personal data.....	4
5. International transfers.....	4
6. Your legal rights	4
7. Further details	4

Welcome to S&M Cleaning & Support Services Limited's privacy notice.

This privacy notice provides information on how S&M collects and processes your personal data when you visit our website and enter your contact details.

It is important that you read this privacy notice together with our website privacy policy which contains more detailed information about our data processing and can be accessed here

1. Important information and who we are

Danny Steele is the controller and responsible for your personal data.

When we mention "S&M", we are referring to the relevant company S&M Cleaning & Support Services Ltd responsible for processing your data which will be clear to you when you use our website. Danny Steele is the controller responsible for this website.

We have appointed Carl Taylor as a data privacy manager. If you have any questions about this privacy notice or our data protection practices please contact Carl Taylor the data privacy manager.

CONTACT DETAILS

Our full details are: S&M Cleaning & Support Services Limited

Full name of legal entity: Danny Steele

Name or title of data privacy manager: Carl Taylor

Email address: carl@smcleaningsupport.co.uk

Postal address: 13-15 High Street, St Mary's Cray, Orpington, Kent BR5 3NL

Telephone number: 0208 469 4000

2. The data we collect about you

We may collect, use, store and transfer different kinds of personal data about you as follows:

- Identity Data.
- Contact Data.
- Financial Data.
- Transaction Data.
- Technical Data.
- Profile Data.
- Usage Data.
- Marketing and Communications Data.

We explain these categories of data here.

We use different methods to collect data about you, which are explained.

3. How we use your personal data

We will only use your personal data for the purpose for which we collected it which include the following:

- To register you as a new customer.
- To process and deliver your order.
- To manage your relationship with us.
- To enable you to participate in a prize draw, competition or complete a survey.
- To improve our website, products/services, marketing or customer relationships.
- To recommend products or services which may be of interest to you.

4. How we share your personal data

We may share your personal data with external third parties. More detail can be found here

5. International transfers

We may transfer, store and process your personal data outside the European Economic Area. More detail can be found here.

6. Your legal rights

Under certain circumstances, you have rights under data protection laws in relation to your personal data including the right to receive a copy of the personal data we hold about you and the right to make a complaint at any time to the Information Commissioner's Office, the UK supervisory authority for data protection issues (www.ico.org.uk).

More detail can be found here.

7. Further details

If you are looking for more information on how we process your personal data including on data security, data retention and lawful processing bases, please access our [website privacy policy](#).

A handwritten signature in blue ink, appearing to read 'D Steele', with a horizontal line underneath.

Danny Steele

Managing Director

Dated 3rd January 2021

