



SNT Cleaning Services Ltd **Privacy Policy**

Introduction:

Welcome to SNT Cleaning Services Ltd's privacy policy. This version was last updated on 21st May 2018.

SNT Cleaning Services Ltd respects your privacy and is committed to protecting your data. Our privacy policy will advise you of how your data is collected and how it will be used. Our current website is: <https://www.sntcleaning.co.uk>. Our website is only intended for customer use and of those who are interested in having cleaning and maintenance on their properties.

Contact detail:

SNT Cleaning Services Ltd
54 Copperfield Road
Bassett
Southampton
SO163NY

Shaun Tong
02381 159861, 07882315848

Info@sntcleaning.co.uk

The data we collect about you:

Personal data, phone numbers, email addresses and property addresses are at times collected. The purpose of collecting such data is for the purpose of quotations, booking in jobs and invoicing.

We do not pass your details onto any other business or organisation. If at times we need to pass such details on we will seek permission from you, the customer first.

Identity data: First name & surname.

Contact data: Phone numbers, email address and property address.

How your personal data is collected:

Via the contact form page on our website, by incoming telephone calls or incoming emails from you, the customer. Your data will not be passed to third parties.

How we use your personal data:

Data collected from our website, phone calls and emails will be used for quotations, booking in jobs and invoicing. Once the work has been completed we will only use your data for on going work and future jobs requested by you, the customer. We will not sell or pass your details on.

Marketing and promotional offers:

We will not contact any of our customers with special offers and discounts. We do not have loyalty schemes or mailing lists. We will only contact you if you have asked us to carry out on going works.

Data security and retention:

We have in place online security measures to prevent the data and information sent to us from becoming lost, used in an unauthorised way, altered or disclosed.

How long will we keep your data for? We will only retain the data for as long as necessary to fulfil the requests of the job. On going jobs will have data saved with the permission of the customer.

By law we have to keep basic information of our customers and jobs for six years for tax purposes.

Registered company address:

54 Copperfield Road
Bassett
Southampton
SO163NY

Company number: 8960393