

Privacy Policy

Personal Data we hold:

- Names, company addresses and company contact details
- Financial information, bank details to enable us to process invoices etc.

Reasoning to why we keep the data:

- To allow us to provide you with a service
- To enable communication between our company and yours

Our commitment to you

- We do not transfer your information to any overseas or international organisations
- We use your data in a way you would reasonably expect
- We use your data to be able to provide you with a service
- We retain your information for no longer than necessary
- We do not share your information with a third party

Clients consent:

- The new General Data Protection Regulations (GDPR) require us to justify why we are entitled to collect, keep and process clients data. We have identified that we lawfully hold your information on a legitimate interest basis. We completed a legitimate interests assessment (LIA) before concluding that this was the most appropriate basis.
- West Maintenance Services LTD only use your data as you would reasonably expect, we do not believe the information is intrusive or that would cause you harm.
- If at any time you wish to discuss the way we use and store your information please email gdpr@westservices.co.uk.

Withdrawing from our records:

- If you wish to withdraw your consent at anytime please email GDPR@westservices.co.uk and we will remove your data from our records immediately. We intend to retain data indefinitely, until we receive a personal request to remove it from our records. Without the data we are unable to provide a service.

Clients have the right to:

- Request information on what personal data we keep on them
- Make amendments to any discrepancies that are in the data
- Request a deletion of all information we have on them and stop any further processing (restricting the service we provide to them)
- Make any complaints about the way we handle their data by emailing GDPR@westservices.co.uk