



GTD INSTALLATIONS LTD

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General Data Protection

GTD Installations Ltd are committed to protecting and processing your personal data in accordance with the General Data Protection Regulations and the Data Protection Act 2018.

Your Personal Data

We will hold and process our customers' personal data for legitimate reasons. Personal data will not be shared with third parties, other than HETAS, unless you require us to require us to employ services outside of fitting a woodburning or multifuel stove, such as a Gas Safe engineer or plasterer etc. HETAS will also not share the details you enter with another other company without your permission other than your local council to register the new wood burner or multi-fuel stove installation at your property. We will also store and process your personal data for any lawful reason required such as a law enforcement or a HMRC request.

Who looks after your data?

Our data controller, is H Summers: office@gtinstallations.ltd.uk

Where is the data stored?

Your data is stored in both on paper; as job information sheets and electronic form; quotes, invoices, calendar events in the EU. For organisational purpose your details will be entered into a shared online calendar, only accessible by the data controller and the director. Your data is protected by physical security, has limited physical access, is password protected, plus protection from cyber attack and malware.

Retention period

We will retain some elements of your personal data for a minimum of six years and beyond so that we can hold as much relevant history about the work undertaken by us on your property. This is often useful when customers come to sell their house. You have the right to deletion of your personal data by emailing the data controller above. You can request at any time, confirmation of the data we hold for you, and how this has been processed by emailing the data controller.

What data is held?

The data we hold is Name, Address, Email address [if provided], Contact number and work done on your property along with dates of work undertaken and date and type of payment. Credit or debit card details are not stored and Paypal is used for any card transactions. Upon visiting our website a cookie will be collected by Google Analytics to help us improve our website. You may refuse to accept cookies by activating the setting on your browser which allows you to refuse the setting of cookies.

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