



Privacy Policy

This policy describes how Beechwood Property Services Ltd protects and makes use of the information you give to the company when you interact with our business or enter into a contract with us. This may be as a customer, a supplier and their representatives or as a visitor to our website.

This Privacy Notice applies to the use and processing of personal information collected and used by Beechwood Property Services Ltd. The phrases "Beechwood", "us" or "we" shall, when used herein, mean the Company: Beechwood Property Services Ltd.

Personal information is information, or any combination of separate pieces of information, that could be used to identify you, such as name, telephone numbers, email addresses, postal address, site address or bank details. We obtain personal information from other sources such as existing and previous clients or suppliers.

By contacting Beechwood, using our website or otherwise providing your personal information to us, you agree to the collection, use and sharing of your information in accordance with this Notice. Please read this Privacy Notice carefully and should you have any queries in respect of this Notice or our use of personal data, please contact us at helpdesk@beechwoodps.co.uk.

Data Protection Principles

Beechwood are regulated under the General Data Protection Regulation ("GDPR") and are responsible as a "Controller" of that personal information for the purposes of those laws.

We will comply with the data protection principles when gathering and using personal information, as set out in our GDPR Data Protection policy.

How We Use and Process Personal Information

We use your personal information to provide you with information about our property cleaning and maintenance services. Examples of that are:

- Contacting you about our services and any issues related to our services.
- To answer your questions about our services and any issues.
- To send you newsletters or to communicate information related to our services.
- To organise contractors and sub-contractors in relation to our services.
- We may also promote our other products and services. You may at any time opt out from receiving such information.
- We carry out profiling to fulfil a legitimate interest, which is to customise our services for your benefit. You may at any time opt out from receiving such information.

We use or share your personal information when there is a lawful or legitimate interest to do so. Data sharing enables us to perform our contracts. We will share personal information with law enforcement or other authorities if required by applicable law.

We engage third party service providers to perform a variety of business operations on our behalf and in so doing, we may share your personal information with them.

Sharing Information

We will never sell your personal information to marketers or companies outside of Beechwood. We will only ever share your personal information for the legitimate or lawful reasons as described in this Statement.

Where we share your information as described in this Statement, we will only share the personal information required to perform the services we request or we are requested, and we contractually require that the service provider protects this information appropriately and not use it for any other purpose.

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t: 020 8808 1312
e: info@beechwoodps.co.uk
www.beechwoodps.co.uk

Where Your Personal Information May Be Held

Information may be held at our office, and third party agencies, service providers, representatives and agents as described above.

We have security measures in place to ensure that there is appropriate security of information we hold including those measures detailed in this Privacy Policy.

Personal Information Retention Period

We will retain personal information for the period necessary to fulfil the purposes outlined in this Privacy Statement, unless a longer retention period is required or permitted by law or we are convinced that we will have a legitimate business interest in future.

Your Data Rights

To the extent provided for by applicable law, you have certain rights in respect of the management of the personal data we hold about you.

You have the right to request rectification of your personal data, erasure of personal data, to object and restrict the processing of personal data and to object and restrict data portability. To exercise any of these rights, please contact the relevant department at Beechwood or email us at helpdesk@beechwoodps.co.uk.

For further information on and a full list of your rights under GDPR, please refer to the Guidance from the UK Information Commissioner's Office (ICO).

Withdrawing Consent

Where you have provided consent for our processing of your personal data for marketing purposes, you may withdraw your consent at any time. It will be possible to withdraw your consent in the same method as it was given, whether that be an online form, person or department of Beechwood.

Complaints

If you consider that we have processed personal data in violation of applicable law, please contact us immediately at helpdesk@beechwoodps.co.uk. Please provide us with sufficient information to identify you, including proof of identity and address, and full information to which your request relates including any account or reference numbers. If you consider that we have failed to remedy such violation, you may also lodge a complaint with the Information Commissioner's Office – <https://ico.org.uk/concerns>.

Changes to This Privacy Notice

This Privacy Notice was published on 24 May 2018 and last updated on 29 May 2018.

We may change this Privacy Notice from time to time, and when we do so the revision will be published on our website.