



DJ NEWMAN JOINERY LTD

DJ Newman Joinery Ltd.'s Privacy Policy (April 2018)

At DJ Newman Joinery, we are committed to maintaining the trust and confidence of our visitors to our web site. In particular, we want you to know that DJ Newman Joinery is not in the business of selling, renting or trading email lists with other companies and businesses for marketing purposes. We just don't do that sort of thing. But just in case you don't believe us, in this Privacy Policy we've provided lots of detailed information as to when and why we collect your personal information, how we use it, the limited conditions under which we may disclose it to others and how we keep it secure.

Types of data we collect.

We do not use website cookies, but we do use Google Analytics. When someone visits <https://djnewmanjoinery.co.uk> we use Google Analytics, a third-party service, to collect standard internet log information and details of visitor behaviour patterns. We do this to find out things such as the number of visitors to the various parts of the site. This information is only processed in a way which does not identify anyone. We do not make, and do not allow Google to make, any attempt to find out the identities of those visiting our website.

As part of the running our business, we do collect some limited personal information. We use that information for a couple of reasons: to tell you about stuff you've asked us to tell you about; to contact you if we need to obtain or provide additional information; to check our records are right and to check every now and then that you're happy and satisfied. We don't rent or trade email lists with other organisations and businesses.

When you ask us to give a quotation, we do record certain basic details such as your name, your email address, your contact telephone number and other relevant information such as the location of the property – which might, of course, be your home address. Once you accept a quotation from us, we will transfer these basic details onto our Customer Listing database. Again, this is only used to enable us to contact you or retrieve details of the work undertaken should you contact us. We do not use it for marketing and nor do we share this data with anyone else. If you send us a message from our website, we will use your email address to reply but we will not record any information on any database.

How and where do we keep your data.

The limited amount of data that we do keep is kept under a Customer Listing database which is part of our internal Joinery Admin software. This primary function of this software is to keep track of quotations, orders and the production process as well as invoicing. Access to this software is restricted to only the directors of the company and to our two office administrators.

Conditions when we might share your information.

Those would be very unusual conditions indeed! Possibly we might divulge your name and contact details to a supplier if you are making a claim for defective goods – but that would be very rare. Also, if DJ Newman Joinery were to trade hands, your information would, of course, be passed on to the new owners together with the assets of the company. And, obviously, we would have to divulge your details if we are legally obliged to, such as by order of a court. But all of these would be very exceptional.

Your right to ask us to erase your data.

We are a simple joinery company: your personal data is only used so that we can provide you with the service and customer care that you require, keeping a minimum amount of data to enable us to do this. However, if you are concerned and would like us to delete any personal information that we hold, just drop us an email to info@djnewmanjoinery.co.uk or call our managing director, Carl Lee, at the office on 01726 890464. Your data will be erased!