

General Data Protection & Security Policy

Keeping your data safe is a priority at Crown Building & Maintenance Services Ltd, and we have stringent controls in place to ensure all your data is protected.

Crown BMS Ltd securely holds information that could include details such as: name, address, email and contact telephone numbers, etc. This information is only used for business purposes, such as sending out, estimates, invoicing and associated works involved in undertaking works on your behalf.

Our IT system has a secure password protected hard-drive, which is regularly reviewed.

All hard files such as paper documents, are locked away in our site office, or stored in our securely locked file store, where they are usually kept for up to 7 years, to comply with current HMRC regulations.

We only share your data with third parties, which include vetted sub-contractors and suppliers, as part of the works we are undertaking on your behalf. We NEVER share data for marketing purposes.

**Ian Ward
Director & Data Officer.**