



PRIVACY POLICY

TP Improvements Ltd is involved in the installation of windows, doors, conservatories and associated products. We believe strongly in protecting your privacy as a customer and this policy states how we collect, store and process your personal data. Personal data is any information that can be used to identify a living individual, either directly or indirectly. It can refer to obvious things like your name and address, but also to online identifiers such as IP addresses. By providing your details to us then you acknowledge that your personal data may be used according to the practices set out in this policy.

Use of Your Information

In order to provide you with our services we need to collect some personal data from you either in person, over the telephone or via email. The information you supply to **TP Improvements Ltd** will be used specifically for the administration of your enquiry.

- To send you requested information and quotations, to prepare Agreement Contracts, to contact you or to deal with any other specific request you have.
- For use in or to assist with marketing and business development activities. For example testimonials on our website, associated trade recommendations and in our showroom, but only with permission.

Security of Information

We operate securely, are committed to maintaining the safety and security of all personal data from the point of collection to its deletion from our company records using appropriate security measures and controls.

For the legitimate interests of remaining compliant with the requirements set out by the GDPR law **TP Improvements Ltd** personnel are required to keep personal information confidential and only authorised persons have access to such information. By submitting your details you confirm that you agree to the storing and processing of your personal data by **TP Improvements Ltd**.

If you do not wish such information to be collected or if you want your data to be removed at any time, by writing to: TP Improvements Ltd, 81 The Street, Fetcham, Surrey, KT22 9RD.