

Dorabridge Design & Build Limited

Privacy Policy

This Privacy Policy governs the collection, storage and use of data collected about you (the data subject), by Dorabridge Design & Build Limited (the data controller).

About Us

We are Dorabridge Design and Build Limited, a company incorporated in England and Wales (01477948).

This policy applies to all branches, offices and places of work at which we operate.

Our Services

Dorabridge Design & Build Limited provide:

1. the design, fabrication and installation of architectural metalwork, structural steelwork, staircases and balustrading
2. property investment
3. commercial and residential lettings

Categories of Personal information we may collect

- Personal Information:
 - Information provided to us from completing online forms, or by submitting proposals to us for tendering, including your name, company details, postal address, email address, work telephone, mobile and fax numbers, bank details and job title
 - Correspondence (such as letters, delivery notes, emails, summaries of correspondence)
- Non-Personal Information
 - We may collect and store data about your computer, including your IP address, operating system, browser, date and time of visit, pages visited,
 - To enable certain aspects of our websites to function properly we may use cookies, which are stored on your device. If you choose to decline the use of cookies, it is possible that some aspects of our online services may not work properly.
- For the avoidance of doubt: When you submit Personal Information to us via our website, we DO NOT link this to Non-Personal information.

How and why we use your information

- To lawfully pursue our legitimate interests (see “Our Services”)
- For the purpose of administering and improving our online systems.
- To enforce the terms and conditions of contracts and to protect our rights, property, safety and those of our employees
- To improve and maintain our services (both online and offline)
- To market our products and services to you

Access to Information

- Strict access control within Dorabridge Design & Build Limited ensures that only relevant authorised and trained staff have access to appropriate personal information.
- Information is stored in a secure environment, either online or offline, using procedural, electronic and physical controls.
- Information may be transferred to, stored, and processed outside of European Economic Area (i.e. through the use of a Cloud service)

Third Parties

- We will not share or disclose or sell any personally identifiable data collected by us with third parties, unless we have your consent to do so, except in the circumstances outlined below:
 - Where required to by Law
 - Where necessary as part of us providing our service to you and/or lawfully pursuing our legitimate business interests (see “Our Services”)

Your Rights

- You have the right “to be forgotten”, by asking us to delete personal information from our business. Please note however, we may be required to retain selected copies for legal reasons, or legitimate business purposes (such as, but not limited to, proving our compliance with our regulatory obligations)
- You have the right to ask for a copy of the personal data we hold about you (a “valid subject access request”). Having verified your identity, we reserve the right to either charge a reasonable fee for our administrative time or refuse to respond when a request is manifestly unfounded, or excessive or repetitive, or for additional copies of the same information.

Changes to this policy

- Any changes made to this Policy will be posted on this page and advertised on our website.

Contacting Us

- Questions, concerns, requests and comments regarding this Policy should be addressed to:

Dorabridge Design & Build Limited,
Unit 1,
Global House,
Priory Road,
Strood,
Rochester.
Kent.
ME2 2EG

Tel: 01634 290 600

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