



COMPANY PRIVACY NOTICE & GDPR POLICY

At Lancaster Estate Contractors Limited we take your privacy seriously and have aligned our data management, processing and storage with the requirements of the new GDPR. We will only use your personal or company information in relation to providing the service you have requested from us or we have requested from you and within the limitations of the legislation.

Client details are entered into our manual and electronic Client Project files and onto our Project and Client Enquiry Databases. These details are kept securely in both formats and will not be passed to any third parties who are not actively involved in the provision of the Construction Scheme. Suppliers information is entered onto our Suppliers database which is stored securely and information is not shared with third parties.

Our IT systems are securely protected with specialist software which meets with the requirements of the new GDPR. All email traffic is encrypted.

Our records are regularly archived into secure data drives and following a retention period of 7 years are removed/destroyed if no longer relevant to the business.

18th MAY 2018