



## Privacy Notice

- I & M Services Limited is a mechanical, plumbing & heating company based in Keynsham, Bristol. We carry out full design and installation of pipework, heating, cooling & ventilation systems on a wide range of properties. These include commercial offices, industrial sites, local authority buildings, schools, universities, public and private facilities. All staff and contractors attend regular training courses to keep them up to date with changing technology and current compliance legislation.
- We take data of company names or personal names, addresses, email, telephone numbers to enable us to quote and do contractual works for jobs and to be able to contact the customer about the job and suppliers information to place orders for materials.
- Your data will be kept in accordance with HMRC, we must keep records for 6 years from the end of the last company financial year they relate to, or longer if: they show a transaction that covers more than one of the company's accounting periods. We will not share your data with anyone unless its specific to the job i.e. Subcontractors. 3<sup>rd</sup> parties will be checked by us to make sure they are GDPR compliant.
- We will only use the data for the purpose of which it was gained.
- Digital data is securely kept in accordance with regulations.
- All inhouse data will be kept securely in lockable cupboards in our secure office.
- You have the right to be informed about the details of the collection and the management and processing of personal data used by I&M Services Ltd as detailed in the Privacy Policy. Should you no longer wish for your personal details to be held please advise us and we will remove you from our system.
- Access to that personal data (i.e. you can request a copy of the personal data that we hold about you, at any time). This is provided free of charge and will be supplied to you within one month of receipt of your request.

PHONE: 01179 711 811

E-MAIL: [info@iandmservicesltd.co.uk](mailto:info@iandmservicesltd.co.uk)

Unit 13, Ashmead Business Centre, Keynsham, Bristol BS31 1SX

I & M Services Ltd. Registered in England No. 5017491. Vat No. 753 2770 26

