

Commercial Gas Engineers Southern Ltd Privacy Policy

Our contact details

Name: Commercial Gas Engineers Southern Ltd

Address: 23a, The Precinct, London Road. PO7 7DT

Phone Number: 02393009980

E-mail: info@cgesouthern.co.uk

The type of personal information we collect

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, name and contact details)
- The information that is collected is what is given when filling out the contact form.

How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- **Requesting a call back for domestic/commercial gas, plumbing and heating services needed.**

We use the information that you have given us in order to **contact you after an enquiry**

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

- (a) **Your consent. You are able to remove your consent at any time. You can do this by contacting [\[info@cgesouthern.co.uk\]](mailto:info@cgesouthern.co.uk)**

Personal information is collected when a contact enquiry is made to Commercial Gas Engineers Southern Ltd. The information will not be passed on to any third party's. We use the information given to contact the customer and

arrange works to be completed. The customer has the rights to withdrawal their data at any point. To do this please email info@cgesouthern.co.uk

How we store your personal information

Your information is stored securely in cloud storage.

We keep **contact details** until customers ask us to remove them. If they do, we will then dispose your information by **permanently deleting all data given.**

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at info@cgesouthern.co.uk **23a, The Precinct, London Road, Waterlooville, PO7 7DT.** If you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at at info@cgesouthern.co.uk 23a, The Precinct, London. Waterloo. PO7 7DT

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>