



Data Protection Policy

In order to comply with the General Data Protection Regulations (GDPR) which came into force 25 May 2018, we are required to inform you as to what data we collect and how it is processed and handled once we receive it.

In order to provide our services, we need to collect:

- Company names and addresses
- Individual employee names
- Contact phone numbers
- Email addresses
- Credit checks
- Third party client customer details

We gather this data from incoming enquiries, ongoing contracts, new clients, suppliers and subcontractors, search engines and credit reference check companies.

This data is processed onto our systems, and periodically backed up to cloud-based servers. Your information will only be used for the processing of quotations, undertaking contracts and closing out sales. We will not transmit your information to other parties unless it is required to fulfil your request for a quotation or to complete a sale or contract works. All data disclosures will only be relevant to the particular requirements of the quotation, sale or contract works. We will never sell your information third parties.

On completion of quotations/contracts/sales orders we will hold the digital and physical files on record as required by the relevant contracts, which may be up to 12 years. These are stored on secure servers and in secure on-site archive store.

Any information passed to third parties, will only be as necessary to complete the required tender, quotation, sales order or subcontract. This information will be handled in accordance with the guidelines of the GDPR and again will only be relevant to the requirements of providing our services.

Should you have any queries or comments, please don't hesitate to contact us on techsupport@nwmewpservices.com