



GDPR Policy

Introduction

This policy outlines how Pearl Window Systems New Build Division Limited, collects, processes, stores, and protects personal data in compliance with the General Data Protection Regulation (GDPR).

Scope

This policy applies to subscribers of our maintenance subscription service and third parties who handle personal data on behalf of Pearl Windows.

Data Collection and Processing

- We will only collect personal data that is necessary for legitimate business purposes and will obtain explicit consent when required.
- Personal data will be collected lawfully, fairly, and transparently. Individuals will be informed about the purpose of data collection and their rights.
- We will not process personal data for purposes beyond those specified during collection, and data will be processed in accordance with GDPR principles.

Data Storage and Security

- Personal data will be stored securely to prevent unauthorized access, loss, or disclosure.
- Access to personal data will be restricted to authorized personnel only. Strong access controls and authentication mechanisms will be in place.
- Data breaches will be promptly reported to the relevant authorities and affected individuals as required by GDPR regulations.

Data Retention

- Personal data will be retained only for the duration required to fulfil the purpose for which it was collected, and in accordance with legal requirements.
- Once data is no longer needed, it will be securely deleted or anonymized.

Data Subject Rights

- Individuals have the right to access their personal data, request rectification, erasure, restriction of processing, and data portability.
- Requests from data subjects will be addressed within the stipulated time frames as per GDPR regulations.

International Data Transfers

- Personal data will only be transferred to countries or organizations that offer an adequate level of data protection, or with appropriate safeguards in place.

Third-party Processors

- Any third-party processors that handle personal data on behalf of you will be carefully selected based on their ability to comply with GDPR regulations.
- Data processing agreements will be in place with third-party processors to ensure data protection standards are maintained.

Privacy by Design and Impact Assessments

- Data protection considerations will be integrated into business processes and systems from the outset.
- Data protection impact assessments will be conducted for high-risk data processing activities.

Accountability and Governance

- The Operations Manager is the Data Protection Officer (DPO) and is responsible for overseeing GDPR compliance and acting as a point of contact for data protection matters.
- Regular reviews and audits will be conducted to ensure ongoing compliance with this policy and GDPR.

Policy Review

- This policy will be reviewed and updated as necessary to reflect changes in GDPR regulations and business practices.

By adhering to this GDPR policy, Pearl Windows demonstrates its commitment to safeguarding personal data and respecting the rights and privacy of individuals.

Terms

When using our maintenance subscription service, we collect personal information about you. Our customer service team will also see this data. For further information about your data and how it is stored, please take some time to read our Privacy Policy.

When registered for this service, you accept the Terms and conditions of sale and maintenance and acknowledge that you have read the Privacy Policy