

## **G.Cotter Electrical Contractors Ltd**

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## **G.Cotter Electrical Contractors Ltd Privacy Policy**

All information collected about yourself via the website of [www.gcec-ltd.co.uk](http://www.gcec-ltd.co.uk) is treated in the utmost strictest confidence in line with the Data Protection Act of 1998.

This Policy has been created to demonstrate our commitment to your privacy and the protection of your information. It outlines what information is collected and what happens to that information.

When you give us your contact details, you are doing so in order for us to be able to contact you to discuss your requirements, which you may have advised us of with your first contact. Your details will be kept within our records so that we can invoice you should you use our services again in the present or near future. The standard of information that we will require would be your name, address, email address, and telephone numbers. We will not require personal credit card details as terms of payment would have been confirmed prior the agreed work taking place.

All the information collected from you would only be used in order for us to be able to contact you so that our services can be supplied for your stated requirements, contact will only be made to you via e-mail, post or telephone.

Be assured that in line with the Data Protection Act 1998, all your personal information is collected only for use for the purpose it has been provided and will not be shared with anyone, sold or leased to any third party.

If, at any point, you request to know what information we have about you please contact us and we will provide you with the required information.

Company director

Gerald Cotter