



The Beeches
Old Lane
Tatsfield
Kent
TN16 2LH
Tel: 01959 572501
www.bmsteels.co.uk



Carnegie Steel Buildings Ltd T/A BM Steels

Privacy Policy

This privacy policy will explain how Carnegie Steel Buildings Ltd T/A BM Steels uses the personal data we collect from you when you use our website.

Topics:

- What data do we collect?
- How do we collect your data?
- How will we use your data?
- How do we store your data?
- Marketing
- What are your data protection rights?
- What are cookies?
- How do we use cookies?
- What types of cookies do we use?
- How to manage your cookies
- Privacy policies of other websites
- Changes to our privacy policy
- How to contact us
- How to contact the appropriate authorities

What data do we collect?

Carnegie Steel Buildings Ltd T/A BM Steels collects the following data:

- Personal identification information (Name, email address, phone number, etc.)

How do we collect your data?

You directly provide Carnegie Steel Buildings Ltd T/A BM Steels with most of the data we collect.

We collect data and process data when you:

- Complete our online "contact us" enquiry form
- Email us a request for an estimate
- Telephone us to request an estimate and we complete our data capture sheet
- Use or view our website via your browser's cookies.

Carnegie Steel Buildings Ltd T/A BM Steels may also receive your data indirectly from the following sources:

- Our suppliers
- Our call answering service

How will we use your data?

Carnegie Steel Buildings Ltd T/A BM Steels collects your data so that we can:

- Provide an estimate to your specification
- Follow up on the estimate and revise if necessary
- Process your order
- Complete your project
- If you confirm an order with us, you agree that, Carnegie Steel Buildings Ltd T/A BM Steels will share your data with our partner companies so that they may service your order.

How do we store your data?

Carnegie Steel Buildings Ltd T/A BM Steels securely stores your data at The Beeches, Old Lane, Tatsfield, TN16 2LH.

If we have provided an estimating service only, Carnegie Steel Buildings Ltd T/A BM Steels will keep your details for a period of two years since our last communication before archiving.

If we have provided a groundwork or building supply and installation service, Carnegie Steel Buildings Ltd T/A BM Steels will keep your details indefinitely in order to respond to any follow up enquiries you may have.

Marketing

Carnegie Steel Buildings Ltd T/A BM Steels would like to send you information about products and services of ours that we think you might like, as well as those of our partner companies.

If you have agreed to receive marketing, you may always opt out at a later date.

You have the right at any time to stop Carnegie Steel Buildings Ltd T/A BM Steels from contacting you for marketing purposes.

What are your data protection rights?

Carnegie Steel Buildings Ltd T/A BM Steels would like to make sure you are fully aware of all of your data protection rights. Every user is entitled to the following:

- The right to access – You have the right to request Carnegie Steel Buildings Ltd T/A BM Steels provides copies of your personal data. We may charge you a small fee for this service.
- The right to rectification – You have the right to request that Carnegie Steel Buildings Ltd T/A BM Steels correct any information you believe is inaccurate. You also have the right to request Carnegie Steel Buildings Ltd T/A BM Steels complete the information you believe is incomplete.
- The right to erasure – You have the right to request that Carnegie Steel Buildings Ltd T/A BM Steels erase your personal data, under certain conditions.
- The right to restrict processing – You have the right to request that Carnegie Steel Buildings Ltd T/A BM Steels restrict the processing of your personal data, under certain conditions.
- The right to object to processing – You have the right to object to Carnegie Steel Buildings Ltd T/A BM Steels processing of your personal data, under certain conditions.
- The right to data portability – You have the right to request that Carnegie Steel Buildings Ltd T/A BM Steels transfer the data that we have collected to another organization, or directly to you, under certain conditions.

If you make a request, we have one month to respond to you. If you would like to exercise any of these rights, please contact us at our email info@bmsteels.co.uk, call us at 01959 572501 or write to us Carnegie Steel Buildings Ltd T/A BM Steels, The Beeches, Old Lane, Tatsfield, TN16 2LH.

Cookies

Cookies are text files placed on your computer to collect standard Internet log information and visitor behaviour information. When you visit our websites, we may collect information from you automatically through cookies or similar technology

For further information, visit allaboutcookies.org.

How do we use cookies?

Our Company uses cookies in a range of ways to improve your experience on our website, including, understanding how you use our website

What types of cookies do we use?

There are a number of different types of cookies, however, our website uses:

- **Functionality** – Our Company uses these cookies so that we recognize you on our website and remember your previously selected preferences. These could include what language you prefer and location you are in. A mix of first-party and third-party cookies are used.
- **Advertising** – Our Company uses these cookies to collect information about your visit to our website, the content you viewed, the links you followed and information about your browser, device, and your IP address. Our Company sometimes shares some limited aspects of this data with third parties for advertising purposes. We may also share online data collected through cookies with our advertising partners. This means that when you visit another website, you may be shown advertising based on your browsing patterns on our website.

How to manage cookies

You can set your browser not to accept cookies, and the above website tells you how to remove cookies from your browser. However, in a few cases, some of our website features may not function as a result.

Privacy policies of other websites

Carnegie Steel Buildings Ltd T/A BM Steels website may contain links to other websites. Our privacy policy applies only to our website, so if you click on a link to another website, you should read their privacy policy.

Changes to our privacy policy

Carnegie Steel Buildings Ltd T/A BM Steels keeps its privacy policy under regular review and places any updates on this web page. This privacy policy was last updated in October 2021.

How to contact us

If you have any questions about Carnegie Steel Buildings Ltd T/A BM Steels privacy policy, the data we hold on you, or you would like to exercise one of your data protection rights, please do not hesitate to contact us by email info@bmsteels.co.uk, call us at 01959 572501 or write to us Carnegie Steel Buildings Ltd T/A BM Steels, The Beeches, Old Lane, Tatsfield, TN16 2LH.

How to contact the appropriate authority

Should you wish to report a complaint or if you feel that Carnegie Steel Buildings Ltd T/A BM Steels has not addressed your concern in a satisfactory manner, you may contact the Information Commissioner's Office.

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>