

## Privacy Policy

Wardworks Ltd respects your privacy and is committed to protecting your personal data. This privacy policy explains how we collect, use, and protect any information you provide when using this website.

This policy is designed to comply with the **UK General Data Protection Regulation (UK GDPR)** and the **Data Protection Act 2018**.

### 1. Who We Are

Business name: WardWorks Joinery

Trading name: Wardworks Ltd

Business address: Unit 16, Greenhill Mills, Wakefield, WF17 6LH

Email: [scott@wardworks.uk](mailto:scott@wardworks.uk)

Phone: 07717 810436

If you have any questions about this policy or your personal data, please contact us using the details above.

### 2. What Information We Collect

We may collect and process the following information:

- Name
- Email address
- Phone number
- Address
- Details about your project or enquiry
- Website usage data (such as pages visited)

Most information is provided directly by you when you:

- Fill out a contact form

- Send us an email
- Call us about our services

### **3. How We Use Your Information**

We use your information to:

- Respond to enquiries
- Provide quotes for joinery work
- Communicate with you about your project
- Improve our website and services
- Keep records of enquiries and projects

We only use your data when we have a lawful basis to do so, such as responding to your enquiry or providing requested services.

### **4. How We Store and Protect Your Data**

We take reasonable steps to protect your personal information from loss, misuse, or unauthorised access.

Your information may be stored securely in:

- Email systems
- Customer records
- Secure website hosting systems

We only keep your information for as long as necessary to deal with your enquiry or provide our services.

## **5. Sharing Your Information**

We do not sell or rent your personal data.

Your information may be shared with trusted third parties where necessary to run our business, such as:

- Website hosting providers
- IT service providers
- Accountants or professional advisers

These parties are required to keep your information secure and only use it for legitimate business purposes.

## **6. Cookies and Website Data**

Our website may use cookies to improve functionality and understand how visitors use the site.

Cookies are small files placed on your device that help the website operate effectively. You can control or disable cookies through your browser settings.

For more information, please see our [Cookie Policy](#).

## **7. Your Data Protection Rights**

Under UK data protection law, you have rights including:

- The right to request access to your personal data
- The right to request correction of inaccurate information
- The right to request deletion of your data in certain circumstances
- The right to object to certain uses of your data

To exercise any of these rights, please contact us using the details above.

## **8. Changes to This Policy**

We may update this privacy policy from time to time. Any updates will be posted on this page with the revised date.

## **9. Complaints**

If you are unhappy with how we handle your personal data, you have the right to lodge a complaint with the **Information Commissioner's Office (ICO)**, the UK's data protection regulator.