

Phoenix (Leicester) Limited Privacy & Cookies Policy

Phoenix Leicester Limited are committed to protecting and respecting your privacy. This Privacy and Cookies Policy sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us. Should you have any questions regarding this Privacy and Cookie Policy and/or the processing of your personal data under the UK Data Protection Act 1998, you can reach us by email at office@phoenixleicester.com alternatively, you can write to us at:

Phoenix (Leicester) Limited
Phoenix House
Unit 16
Marlow Road Industrial Estate
Marlow Road
Leicester
Leicestershire
LE3 2BQ

We review this Privacy and Cookie Policy regularly and occasionally we may need to make changes or additions to it that may affect how we handle your data. We will ensure that any new versions of this policy are posted to our website www.phoenix-leicester.co.uk as well as by email where appropriate. Latest Policy review date: 10/05/2018

Information we may collect from you

We may collect and process the following data about you:

- Information that you may provide by completion of forms on site or otherwise;
- Information that you may provide on forms or documents that you send to us by post, email or by telephone;
- Such information may include your name, age, postal and email addresses, telephone number, national insurance number and qualifications;

Phoenix Leicester Limited, will not sell or supply any information you provide us with to any third parties

Cookies

A cookie is a small piece of data which is sent from a website and is stored in a user's web browser whilst the user is browsing, this is used to remember information regarding pages visited in the past etc.

When you visit our site for the first time a warning pops up to advise you that cookies are used to enhance your experience on our site, you can delete or block the cookies from your computer hard drive by following the instructions given. If you continue to use the site, you agree to our use of cookies.

We may use navigational data for system administration and to report aggregate information, this is statistical data about our users' browsing actions and patterns of page viewing and used to monitor the performance of the site and make improvements to it.

Where We Store Your Personal Data

Your personal data is stored in electronic form. The personal data you provide us with may be transferred to, and stored at, a destination outside the European Economic Area (“EEA”) and by using Phoenix (Leicester) Limited’s services (including the site), you consent to any such transfer of personal data outside the EEA. We will take all steps reasonably necessary to ensure that your personal data is treated securely and in accordance with this Privacy and Cookie Policy.

Safeguarding Personal Information

Phoenix (Leicester) Limited is committed to protecting the security of your personal data and as such use a variety of technological, physical and organizational protections and procedures to avoid unauthorized access, use or disclosure. Whilst we strive to protect your personal data, Phoenix (Leicester) Limited cannot ensure or warrant that the personal data or private communications you transmit to us will always remain private and as such any information you give is at your own risk.

How We Use Your Personal Information

Phoenix (Leicester) Limited uses your personal information to:

- Administer and provide Asbestos and Insulation services;
- Send communications to you such as information/documentation regarding the above services;
- Carry out our obligations arising from any contract entered into between us and you;
- Prevent fraud and other prohibited or illegal activities;
- Meet legal and regulatory requirements;
- Notify you about changes to our services, including contacting you by email, telephone or post.

Other Parties Whom Phoenix (Leicester) Limited May Share Personal Information

We may share your personal information with/or for the purpose of:

- Our suppliers who administer our services in order to provide you with the relevant service on our behalf;
- Third parties if we are under a duty to disclose or share your personal data to comply with any legal requirement;
- In order to protect the rights, property or safety of Phoenix (Leicester) Limited, our customers, or others.

Phoenix (Leicester) Limited will not disclose your personal information with third parties for marketing purposes unless you have provided consent to do so.

Selecting Your Communication Preferences

You may change or withdraw your consent to receive communication from us at any time, subject to legal or contractual restrictions and reasonable notice, by contacting us at office@phoenixleicester.com.

The site may contain links to and from the websites of our partner networks, advertisers and affiliates, should you follow any of these links to their respective websites, please note that these websites have their own privacy policies and that we do not accept any responsibility or liability for these policies. Please ensure that you check these policies prior to submitting any personal data to these websites.

[Accessing Your Information](#)

To view, verify or correct your personal information, please contact us by telephoning 0116 281 6850. You have the right to access the information we hold about you and you may at any time request a copy of the data we hold on you by sending an email to office@phoenixleicester.com

[Deletion of Personal Information](#)

All customer personal information will be deleted after 10 years

All personal information held on employees will be deleted 4 years after employment ceases, apart from medical and exposure records for Asbestos Removal Personnel, which must be kept for a minimum of 40 years, in line with current legislation.

[Changes to our Privacy and Cookie Policy](#)

Any changes we may make to our Privacy and Cookie Policy in the future will be posted on this page and, where appropriate notified to you by email.