



T: 01707 859900 • E: help@thebbg.co.uk

# **Privacy Policy**

The Better Business Group Limited Group ('us' and 'we') means The Better Business Group Limited and its subsidiary Companies Accreditus Limited and Worth Using Limited.

## **How We Use Your Information**

When you contact us, we'll collect some of your personal details, to make sure we provide you with best service possible. We'll only use this in connection with the delivery of the services you've requested. The type of personal information we typically collect are:

Name, Address, Telephone number, Email address, Details of the building work you are intending to undertake. The information requested is required to help us to match your requirements to Building Companies who may wish to quote for work on your property.

The information you provide will never be used for any other purpose without your permission.

## **Information Provided By Third Parties**

We use data for marketing purposes from third parties such as Barbour ABI. Any data we use in this way is thoroughly checked to ensure that the correct marketing permissions are in place and that the data is being used appropriately. We also use data from Registered Builders you have contacted for the purpose of monitoring their performance, mentoring their Businesses, and providing you with help and advice on your project.

#### **Storing Your Data**

We'll keep a record of your personal details for a maximum of 6 years

### **Sharing Your Data With Others**

We respect your privacy so we will never give your data to any third parties for marketing purposes. If you've given us contact details you may receive communication only related to the provision of the service you've requested. You will never receive marketing emails from us.

#### Contact us

If you'd like a copy of the personal information that we hold about you, you can request a copy. If this information is incorrect you can request for our records to be updated. Or, if you believe the information is being incorrectly processed, you can request that it's deleted from our database. Our contact details are: -

Email: help@thebbg.co.uk or alternatively you can write to us at:

The Better Business Group Limited The Enterprise Centre Cranborne Road Potters Bar EN6 3DQ

Telephone: 01707 859900

We may ask you for proof of identity before we disclose any information. Once received, we'll send you a copy of the personal data we hold within 7 days.

Dated: May 2018