

GDPR Statement

A) GPDR

The General Data Protection Regulation is a new, European-wide law that replaces the Data Protection Act 1998 in the UK. It places greater obligations on how an organisation handles personal data. It came into effect on 25 May 2018.

B) ROLE OF THE FLOORING GROUP LTD

For most of our Clients, The Flooring Group Ltd operates as a Data Processor, meaning we work using data provided to us by our Clients. This data typically includes Resident name, address and contact information. We also store Commercial data on our Clients to invoice for works carried out.

C) HOW WE USE PERSONAL DATA

The personal data we maintain, hold and use is stored within our online project files. Business purpose is documented. The data is only used for the purposes of completing work orders issued from a Client, ensuring the safeguarding of our Staff and managing the expectations of the customer.

All data is subject to a life-expectancy. We routinely audit and delete data that we no longer have a legitimate reason for storing.

D) SHARING OF PERSONAL DATA

The Flooring Group Ltd do use subcontractors to assist in carrying out their function and we pass the required Personal Data on a case by case basis. Our Contractors are expected to provide their own proof of GDPR compliance before work is undertaken by them on our behalf, and the data passed to them is controlled and only relevant for the work they are asked to carry out. This typically only includes the customer contact details to facilitate the delivery of a service.

E) PROTECTION OF PERSONAL DATA

The Flooring Group Ltd use numerous methods to ensure Personal Data is kept secure such as:

- User Access/Domain Controlled Network Drives
- Cloud Based Systems
- Encryption by default on Laptops and mobile devices
- Encrypted USB drives

F) INVESTIGATION INTO SUSPECTED BREACH

If we become aware of a breach, or a potential breach, an investigation will be carried out. This investigation will be carried out by the management team who will make the decision whether the breach is required to be notified to the Information Commissioner. A decision will also be made over whether the breach is such that the individual(s) must also be notified.

G) CLIENT RIGHTS UNDER GDPR

As per the GDPR, we ensure that our Clients and their Residents rights under the new act are protected. These include the rights listed (where there is no overriding legitimate, legally recognised interest):

- The Right of Access
- The Right of Erasure
- The Right to Rectification
- The Right to Data Portability
- The Right to be Informed
- The Right to Restrict Processing
- The Right to Object

H) DATA SUBJECT ACCESS REQUESTS

Data Subject Access Requests can be made through any contact point within the business, however, ideally they should be made by emailing commercial@theflooringgroup.co.uk.

GDPR Statement – Sept 2019

Version 1.0

S W Foster



THE FLOORING GROUP
A FAMILY BUSINESS ESTABLISHED 1973

- COMMERCIAL DIVISION -

Hardwood Floors, Amtico,
Marmoleum, Dalsouple Rubber,
Carpets and Natural Floor Coverings

SHOWROOM

3, South End Road
London NW3 2PT
Tel: 020 7435 5678

Email: commercial@theflooringgroup.co.uk

Website: www.theflooringgroup.co.uk

INSTALLATION ENQUIRIES

Email: installations@theflooringgroup.co.uk



The Flooring Group Ltd
The Islington Flooring Company
The Hampstead Flooring Company
The Kensington Flooring Company
The Knightsbridge Flooring Company
The Fulham & Chelsea Flooring Company

Incorporated in England and Wales

Registered in London at
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