

Title	Privacy Policy including GDPR
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Rev.	1
Date.	04/02/2026

Introduction

C-Bon Ltd respects your privacy and is committed to protecting your personal data. This privacy notice will inform you as to how we look after your personal or company data.

This policy applies to all documentation that C-Bon Ltd hold on its clients and suppliers, either by paper or on computer.

What information do we collect?

C-Bon Ltd collects the following data from customers:
Name, Address, Telephone number, Email address.

C-Bon Ltd collects the following data from suppliers:
Name, Address, Telephone number, Email address and bank details for the purpose of setting up BACS transfer.

No bank details will be taken or stored for our personal customers.

How do we use personal information?

We use data as follows:

Name: For quotations, for addressing our customers.

Address: For quotations, job sheets and invoicing.

Email: for emailing over quotations, invoicing and booking in work.

Telephone: For contacting customer to book in visits.

What legal basis do we have for processing your personal data?

Legitimate interest where we cannot provide a quotation, know a site address or be able to contact a client to arrange a visit without this information.

When do we share personal data?

We only use data internally, this will not be shared, unless on the instance of dealing with sub-contractors then consent will be asked.

Where do we store and process personal data?

Stored in our office, both paper and computer.

How do we secure personal data?

Our customer record management systems are held over two computers, which are backed up to a remote drive, stored safely. We backup to a secure cloud.

Our staff are trained on GDPR and safety, any secure information that is no needed, will be shredded and disposed of accordingly.

How long do we keep your personal data for?

We keep all data as long as necessary under contract length.

SIGNED.

DATE. 04/02/2026

A. RUDDY

Managing Director