



## Privacy Policy - UK Loft Conversions

At UK Loft Conversions we are committed to protecting and respecting your privacy. This policy explains how we collect, use, and safeguard your personal information when you engage with us for our services.

### 1. Information We Collect

We may collect and process the following data:

- Personal details (such as name, address, phone number and email address)
- Project-related information (property details, plans and specifications)
- Communication records (emails, phone calls and messages)
- Website usage data (via cookies, if applicable)

### 2. How We Use Your Information

We use your information to:

- Provide quotes and provide services
- Communicate with you regarding your project
- Improve our services
- Comply with legal and regulatory obligations

### 3. Sharing Your Information

We do not sell or rent your personal data. We may share your information with:

- Trusted subcontractors and suppliers involved in your project
- Professional advisors (e.g. accountants, legal advisors)
- Regulatory authorities where required by law

All third parties are required to respect the security of your personal data.

### 4. Data Storage and Security

We take appropriate measures to protect your personal data from unauthorised access, loss, or misuse. Your data is stored securely and only retained for as long as necessary to fulfil the purposes outlined in this policy.

### 5. Your Rights

Under UK data protection laws, you have the right to:

- Request access to the personal data
- Request correction of inaccurate information

- Object to or restrict certain types of processing

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

## 6. Cookies (if applicable)

Our website may use cookies to enhance user experience and analyse website traffic. You can control cookie settings through your browser.

## 7. Changes to This Policy

We may update this privacy policy from time to time. Any changes will be posted on our website.

## 8. Contact Us

If you have any questions about this privacy policy or how we handle your data, please contact:

UK Loft Conversions  
5 The Square, Bagshot, GU19 5AX