



## Privacy Notice

Effective Date: 04/04/2024

This Privacy Notice is designed to inform you about how we, ECMS Services Limited, collect, use, disclose, and otherwise process personal data in accordance with the General Data Protection Regulation (GDPR) and applicable Data Protection Act (DPA) requirements.

### 1. Who we are

ECMS Services Limited is committed to protecting your privacy and ensuring the security of your personal data. We are a facilities management company specialising in cleaning, Maintenance and Refurbishment Build services.

### 2. What personal data do we collect?

We may collect and process the following types of personal data:

Contact information (such as name, email address, phone number)

Demographic information (such as location)

User-generated content (such as comments, photos, videos)

Technical data (such as IP address, browser information, device information)

Any other information you choose to provide to us

### 3. How do we use your personal data?

We may use your personal data for the following purposes:

To provide products or services requested by you

To communicate with you about your account or transactions

To personalise and improve your experience on our website



To analyse trends and preferences

To detect, prevent, and investigate fraud or security breaches

To comply with legal obligations

#### 4. Legal basis for processing personal data

We will only process your personal data if we have a legal basis to do so. Such legal bases may include:

Your consent

The performance of a contract with you

Compliance with a legal obligation

Protection of vital interests

Our legitimate interests

#### 5. Who do we share your personal data with?

We may share your personal data with third parties in the following circumstances:

Service providers who assist us in operating our business

Legal or regulatory authorities as required by law

Third parties in connection with a corporate transaction

#### 6. Data retention

We will retain your personal data for as long as necessary to fulfil the purposes outlined in this Privacy Notice unless a longer retention period is required or permitted by law.

#### 8. Your data protection rights

You have the following data protection rights:



The right to access, update, or delete your personal data

The right to restrict or object to the processing of your personal data

The right to data portability

The right to withdraw consent at any time

#### 9. How to contact us

If you have any questions or concerns about our use of your personal data or this Privacy Notice, please contact us at [info@ecms-ltd.co.uk](mailto:info@ecms-ltd.co.uk)

#### 10. Changes to this Privacy Notice

We reserve the right to update or modify this Privacy Notice at any time. Any changes will be effective immediately upon posting the updated Privacy Notice on our website.

**Thank you for taking the time to read our Privacy Notice.**