



# PRIVACY POLICY

## **The Trustee for BK Family Trust T/A Paton's Electrical Services**

**1. Information We Collect** We collect personal information necessary to provide electrical services, including your name, site address, contact details, and financial information for credit assessments.

**2. How We Use Your Information** Your information is used to:

- Provide formal quotations and perform electrical services.
- Process payments and assess creditworthiness.
- Comply with electrical safety reporting and regulatory requirements.

**3. Disclosure to Third Parties** We may disclose your information to authorised sub-contractors, debt collection agencies, or regulatory bodies (such as the Electrical Safety Office) where required to complete the contract or comply with the law.

**4. Data Security** We take reasonable steps to protect your information from unauthorised access or disclosure. We do not sell your personal data to third parties.

**5. Access and Correction** You may request access to the personal information we hold about you or request corrections by contacting us directly.