

# Kent Boiler Maintenance Ltd

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*Gas Engineers-Specialists in Commercial Catering Equipment  
Service, Repair & Installation of - Boilers, Fires, Cookers & Water Heaters.*

## PRIVACY STATEMENT

We at Kent Boiler Maintenance Limited take your privacy seriously and will only use your personal information to administer your account with us and to provide the services you have requested from us.

The only information we keep is name, address, telephone number and email.

We will not pass your details onto any third party, other than to fulfil the service you have requested.

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### Guidelines Checklist

1. The law is changing – the new GDPR comes into force May 2018
2. Records of data held – we hold data as above. Employee data is held for emergency contact information; salary payment; evidence of qualifications specific to work
3. Why we have data – data is used only to enable services requested by an individual
4. Plan – This statement provides relevant details. Further information if required can be discussed verbally or provided in writing
5. Collection of data – data is voluntarily provided by clients in order for us to provide our service to them
6. Security – data is held securely in locked offices and is only accessible by authorised persons
7. Breach – it is the responsibility of the Administration Manager to oversee data control. The appropriate bodies will be notified of any breach detected if required

Director : J C Scudder

Reg No: 5559984 VAT No: 868 8193 60 Gas Safe Register No: 15565 Established 1973  
Registered in England & Wales