

MG Window Systems Privacy Notice

The personal information you provide to us in this form will be collected and used only in accordance with this notice. We need this information to enter an agreement with you and perform our legal obligations such as the supply and fit of windows.

We will use your information for the following purposes only:

- Providing a quote;
- Installing any order you place;
- Ensuring that the information we hold about you is accurate and up to date
- Dealing with the process of putting in place the insurance backed guarantees relating to your installation
- Serving and maintaining your installation.

If you do not accept our quote we will retain your information for 12 months and may contact you during that period to remind you that it is outstanding. After this time frame we will delete your data unless you ask us not to. Where you accept a quote we will retain your details for so long as it takes to complete the installation of your order and thereafter for so long as you have a full and valid insurance backed guarantee in place, normally 10yrs unless stated and/or a service and maintenance contract with us in relation to your installation.

Your details may be shared with our staffs that need to access and process such information in order to fulfil your order and subsequently arrange for the necessary guarantees are properly put in place and other administrative/ maintenance purposes.

After acceptance of our quote your information will be shared with;

- Independent Network, part of Network Veka Limited for the purpose of contacting you to ensure that you are satisfied with our service and in order to put in place a separate insurance backed 10 year guarantee.
- Assure CPS for the purpose of ensuring that the relevant building regulations are fully complied with.
- If a service issue arises your information will be shared with the fabricator of your products who may need your details in order contact you in the event that you need to rely upon your guarantees.

A copy of this Privacy Notice can be found on our website MGWINDOWSYSTEMS.COM.

Name _____

Address _____

Post Code _____

Telephone _____

Email _____

Date _____

Please tick and date to confirm that we can use your information as listed above.