

amh workspace

design • fitout • furniture

PRIVACY POLICY

What we need

AMH Workspace will be what is known as the 'Controller' of the personal data you provide us. Our registered address is 3 Bridgewater Road, Hertburn, Washington, Tyne & Wear NE37 2SG.

Unless otherwise agreed with you, we will only collect basic personal data about you, which does not include any special categories of personal information about you (often known as 'sensitive personal data'). This information does, however, include the likes of your name, company name, telephone number, address and email address.

Why we need it

We need to know basic personal data in order to provide you with the services you have engaged us to provide or that you have expressed an interest in. If you do not provide this information then we will be unable to provide the services you have requested. We will not collect any personal data from you that we do not need.

What we do with it

All the personal data we hold about you will be processed by our staff in the United Kingdom and no third parties will have access to your personal data unless there is a legal obligation for us to provide them. All our data is kept in a secure CRM system that is only accessed by employees of AMH Workspace Limited.

How long we keep it

We will generally keep your personal data for a minimum of 6 years, after which time it will be destroyed if it is no longer required for the lawful purpose(s) for which it was obtained. If you consent to marketing, any information we use for this purpose will be kept with us until you notify us that you no longer wish to receive this information or unsubscribe from our email marketing system.