



PHOTON

PROJECT MANAGEMENT

Privacy Policy

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Introduction

At Photon Project Management, we take your privacy seriously. This Privacy Policy outlines how we collect, use, and protect your personal information. We are committed to complying with the UK Data Protection Act 2018 (DPA) and the EU General Data Protection Regulation (GDPR).

1. What information we collect

We may collect personal information from you when you visit our website, use our services, or communicate with us. This may include:

- Name, address, and contact details, such as email address and phone number
- Information about your home or business premises
- Any other information you choose to provide to us

2. How we use your information

We use your personal information to provide our services to you, including:

- Designing and installing solar panel systems
- Providing maintenance and repair services
- Responding to your inquiries and requests
- Processing payments and billing
- Communicating with you about our services and promotions

We may also use your information for marketing purposes, such as sending you newsletters and promotional emails. You can opt-out of receiving marketing communications from us at any time.

3. How we protect your information

We take appropriate technical and organisational measures to protect your personal information from unauthorised access, disclosure, and misuse. We store your information securely and only retain it for as long as necessary to provide our services or as required by law.

4. Sharing your information

We may share your personal information with third-party service providers who help us deliver our services, such as electricians and engineers. We ensure that these service providers comply with data protection laws and have appropriate security measures in place.

We may also share your information with regulatory authorities or law enforcement agencies if required to do so by law.

5. Your rights

You have the right to access, correct, or delete your personal information at any time. You also have the right to object to the processing of your information and to restrict the use of your information in certain circumstances.

To exercise your rights or if you have any questions about this Privacy Policy, please contact us using the contact details provided below.

6. Changes to this privacy policy

We may update this Privacy Policy from time to time. We will notify you of any material changes to this Privacy Policy by email or by posting a notice on our website.

7. Contact Us

If you have any questions or concerns about this Privacy Policy or our data protection practices, please contact us via email or post:

info@photonpm.com

Photon Project Management, Unit 19-20, Mardon Park, Baglan Energy Park, Baglan, SA12 7AX

Approved By: Dan Crossland, Managing Director

Date: 17/05/2023

Signature:

