

# Privacy Notice

Last Updated: 1 August 2025

Oleja Construction Ltd

Registered address: 402 Olive, Geoffrey Watling Way, Norwich, NR1 1GY

Email: olejaservices@gmail.com | Tel: 07376 481363

Website: [www.oleja.co.uk](http://www.oleja.co.uk)

## 1. Introduction

At Oleja Construction Ltd ("we", "us", "our"), we take your privacy seriously. This Privacy Notice explains how we collect, use, and protect your personal information when you interact with us, including through our website.

We are committed to complying with the UK General Data Protection Regulation (UK GDPR) and Data Protection Act 2018.

## 2. What Information We Collect

We may collect and process the following types of personal data:

Contact details: Name, email, phone number, address

Website usage data: IP address, browser type, pages visited (via cookies)

Project-related data: Job site address, construction project requirements

Communication records: Emails, messages, and other correspondence

We do not collect special category data or data relating to children.

## 3. How We Collect Your Data

We collect your data when you:

Contact us via our website or email

Request a quotation or consultation

Enter into a contract with us

Visit our website (via cookies and analytics tools)

## 4. Why We Use Your Information

We use your personal data for the following purposes:

To respond to your enquiries

To provide construction services and project management

To send estimates, invoices, and service updates

To maintain our business records and comply with legal obligations

To improve our website and user experience

We only process your data when we have a lawful basis to do so, such as:

Contractual obligation

Consent

Legal requirement

Legitimate interest

## **5. Sharing Your Information**

We may share your information with:

Subcontractors or service partners directly involved in your project

Legal or regulatory authorities where required

IT and website service providers for data hosting and management

We do not sell or rent your data to third parties.

## **6. How We Protect Your Data**

We take appropriate technical and organisational measures to safeguard your data, including:

Secure email and file storage

Access controls

Staff training and confidentiality agreements

## **7. How Long We Keep Your Data**

We retain personal data only as long as necessary for the purposes it was collected or as required by law (e.g., HMRC record retention — typically 6 years).

## **8. Your Rights**

Under data protection law, you have rights including:

Right to access – see what data we hold

Right to rectification – correct inaccurate data

Right to erasure – request deletion of your data (where applicable)

Right to restrict processing

Right to object to processing

Right to data portability

To exercise your rights, email: [olejaservices@gmail.com](mailto:olejaservices@gmail.com)

You also have the right to lodge a complaint with the Information Commissioner's Office (ICO) at [www.ico.org.uk](http://www.ico.org.uk)

## **9. Cookies and Tracking**

We use cookies to improve your website experience. Please see our Cookies Policy for more details.

## **10. Updates to This Notice**

We may update this notice periodically. Any changes will be published on this page with a revised date.

## **11. Contact Us**

For privacy-related queries, contact:

Data Controller

Oleja Construction Ltd

Email: [olejaservices@gmail.com](mailto:olejaservices@gmail.com)

Tel: 07376 481363