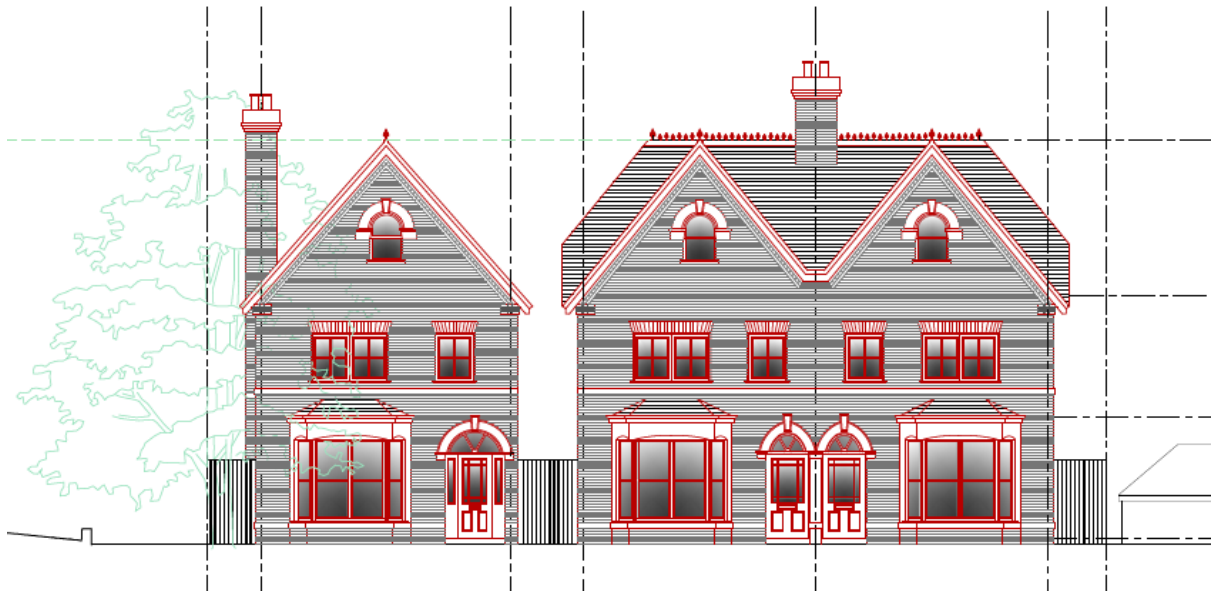




Data Protection and Privacy Notice Statement





At ALDER TREE CONSTRUCTION LTD, we value our Clients' privacy and are committed to protecting their personal information.

Our Company collects the following data:

- Personal identification information (Name, email address, phone number, full address, etc.)

The Clients directly provide Our Company with most of the data we collect. We collect data and process data when they:

- Register online, email us or place an order for any of our services.
- Voluntarily complete a customer survey or provide feedback on any of our message boards or via email.
- Voluntarily provide their personal information via our social media
- Use or view our website via your browser's cookies.

Our Company may also receive our Clients' data indirectly from the following sources:

- Architects, other professionals and partner companies, who recommended our services to them, and they agreed to share their details with us.

Our Company collects our Clients' data so that we can:

- Process their order and provide our service, manage their account and provide them with any relevant documentation such as contracts, scope of work, valuations, amendments to scope of work and variations etc.
- Email them with special offers on services we think they might like.

Our Company securely stores our Clients' data at our London office (laptops secured with biometrics, PIN authorization, logins and passwords)

Our Company will keep our Clients' personal data for 6 months. Once this period has expired, we will delete all their data from our laptops unless they give us permission to keep it.

Company: Alder Tree Construction Ltd

Name: Pawel OLSZANSKI

Signed: *Pawel Olszanski*

Date: 2nd of February 2025

Position: Managing Director