

Privacy Notice

Premier Energy Services Ltd (company number **03023958**) of **Premier House, Daux Road, Billingshurst, West Sussex, United Kingdom RH14 9SJ** (“we”, “us”, “our”) is committed to protecting and respecting your privacy. This notice explains how and why we collect and use your personal information, and your rights in relation to it.

How we collect your information

We collect personal data directly from you when you communicate with us, enter into contracts, use our services, or engage with us by email, phone, post or online. We may also collect certain information automatically (e.g., via cookies).

The types of information we hold

We may hold information that you provide, including:

- name and business contact details;
- business email addresses;
- business telephone numbers;
- CVs and recruitment information when you apply for a role or provide these voluntarily.

Lawful basis for processing personal data

We rely on the following lawful bases under the UK GDPR:

- **Contractual necessity** – where processing is necessary to perform a contract with you.
- **Legal obligation** – where required by law.
- **Legitimate interests** – for our business operations, security, communications, and marketing (where not overridden by your rights).
- **Consent** – where you have given consent for specific processing, such as certain marketing communications (which you can withdraw at any time).

How we use your information

We may use personal data to:

- deliver our services, manage contracts, and communicate with you;
- operate, maintain and improve our business;
- communicate information about our products and services, including by email or other electronic means where permitted by law;
- manage recruitment processes and assess suitability for roles.

Direct marketing and your choices

We may send you marketing information where permitted by law. You can opt out at any time by using the unsubscribe option in emails or by contacting us directly.

Who we share your information with

We do not share your personal data with third parties except where:

- required to fulfil contractual obligations (e.g., with our service providers);
- required by law;
- necessary to support delivery of services you have requested.

All third parties we share data with are required to keep it secure and only use it for the specific purpose for which it is shared.

Storing your information

Your personal data will be stored on systems owned or operated by Premier Energy or those of our specific suppliers and will only be stored inside the UK or EEA zone.

Retention

We will retain your personal information in line with legal and regulatory requirements, including:

- contract/project data: retained for up to 12 years;
- recruitment data (e.g., CVs): retained for 6 months unless you agree otherwise;
- general business contact information: retained while actively engaged, or up to 5 years after last contact.

Your rights

You have the right to:

- request access to your personal data;
- request correction of inaccurate data;
- request deletion of data (where lawful to do so);
- request restriction of processing;
- object to processing (including marketing);
- request data portability;
- withdraw consent where processing is based on consent.

To exercise your rights, contact us at info@premierenergy.co.uk. You also have the right to complain to the Information Commissioner's Office at www.ico.org.uk.

Automated decision-making and profiling

We do not carry out automated decision-making or profiling that produces legal or similarly significant effects on individuals.

Use of cookies

We may use cookies on our website to analyse usage and improve functionality. These do not involve automated decision-making or behavioural profiling. Please see our cookie policy, available on our website, for more details.

Changes to this notice

This privacy notice may be updated from time to time; the latest version will be published on our website.

How to contact us

If you have any questions or concerns about this privacy notice or how your personal data is handled, please contact:

Privacy Manager
Premier Energy Services Ltd
Email: info@premierenergy.co.uk