



Privacy Policy

PCM Carpentry

Scope

The purpose of this policy is to set out how PCM Carpentry uses and protects your information given when you use this website or employ PCM Carpentry to complete carpentry works.

What we collect

We may collect the following information:

- Name and contact information i.e. phone/mobile number(s) and email
- Demographic information i.e. address of property where works are to be completed
- Surveys and feedback i.e. we may from time to time send out client satisfaction surveys or ask for feedback.

What we do with the information we collect

PCM Carpentry collects this information to be able to provide carpentry services to its clients.

- Internal record keeping.
- We may use the information to improve our products and services.
- We may periodically send promotional emails about new products, special offers or other information which we think you may find interesting using the email address which you have provided.
- From time to time, we may also use your information to contact you for feedback purposes. We may contact you by email, phone or mail. We may use the information to customise our services or our website according to your interests.

Security

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online.

Links to other websites

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

How we deal with complaints and requests

You may request access to Personal Information about you that we hold and you may ask us to correct your Personal Information if you find that it is not accurate, up-to-date or complete. You may also make a complaint about our handling of your Personal Information. These services are free of charge.

To protect your privacy and the privacy of others, we will need evidence of your identity before we can grant you access to information about you or change it. You can contact us by email at info@pcmcarpentry.com. We undertake to respond within 30 days. If the request or complaint will take longer to resolve, we will provide you with a date by which we expect to respond.

Our Obligations

We are bound by the provisions of the [Privacy Act 1988 \(Cth\) - external site](#).

Contact Us

Contact us about your privacy concerns by emailing us at: info@pcmcarpentry.com.