

# Privacy and Data Protection Notice

Approved by: Founder and Chief Executive Officer | Version 1.0

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FELCHRIS CONSTRUCTION AND ENGINEERING CO. LTD collects personal information through its website and communication channels for legitimate business purposes.

## Information collected may include:

- Name, phone number, and email address
- Property enquiry details and construction project details
- Tender or contract enquiry details
- Uploaded documents, where applicable
- Messages submitted through website forms

## We use this information to:

- Respond to enquiries and arrange property viewings
- Prepare quotations and review construction or tender opportunities
- Communicate with clients and prospective clients
- Improve our services and maintain business records

We do not intend to sell personal information to third parties. Information may be shared only where necessary for business operations, professional advice, service delivery, legal compliance, or project execution.

Users submitting information through the website should ensure that the information provided is accurate and that they have authority to submit any uploaded document.

FELCHRIS CONSTRUCTION AND ENGINEERING CO. LTD will take reasonable steps to protect personal information submitted through its website and official communication channels. For privacy-related questions, users may contact the company through its official contact details.

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This document forms part of the FELCHRIS CONSTRUCTION AND ENGINEERING CO. LTD Website Policy Statements Pack. Project-specific requirements may differ depending on client instructions, contract conditions, site conditions, laws, permits, consultants' requirements, and regulatory expectations. This policy may be updated from time to time.