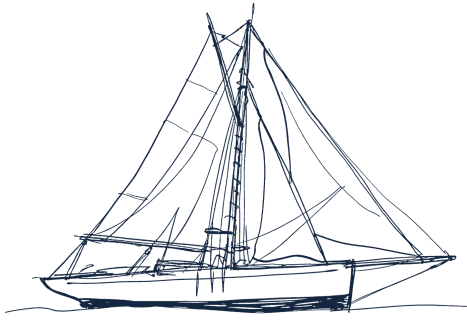




BROOKES

SHIPWRIGHTS LIMITED

8 Homewell, Havant, PO9 1EE
07590 821595 · shipwrights@mail.com

PRIVACY NOTICE

How we use your personal information

Effective from 13 October 2026 · Version 1

This notice explains what personal information Brookes Shipwrights Limited collects, why we collect it, who we share it with and what your rights are. We are a small business and we keep only what we need to look after you and your boat.

1. Who we are

Brookes Shipwrights Limited (company number 14206864, registered office 8 Homewell, Havant, PO9 1EE) is the controller of your personal information. If you have any questions about this notice or your information, contact Josh Brookes on 07590 821595 or at shipwrights@mail.com.

2. What we collect

When you make an enquiry through our website, by phone, text or email: your name, email address, phone number and the details you give us about your boat and the work you would like done.

When we work for you: your name, address and contact details; details of your boat (such as its name, type, length and where it is kept); the work agreed; photographs of the boat and the work; estimates, invoices and payment records.

From others: occasionally a boatyard, marina or another trade working on your boat may pass us your contact details so that we can arrange or coordinate work.

We do not collect special category information (such as health information) and we do not knowingly collect information about children.

3. Why we use it, and our lawful basis

To answer your enquiry and give you an estimate: because you have asked us to, as a step towards a contract with you.

To carry out and manage the work, keep you updated, arrange access to your boat and invoice you: to perform our contract with you.

To keep accounting and tax records: because the law requires us to.

To keep a record of our work, deal with any guarantee claim or dispute, and use photographs of the work to show examples on our website and social media: for our legitimate interests in running and promoting our business. We do not show your name or your boat's name, or any photograph in which you can be identified, without your agreement.

We do not send marketing emails, we do not sell your information, and we do not use it for automated decision-making.

4. Who we share it with

We share only what is needed, and only with:

- other trades we arrange for your job (for example marine engineers, riggers, electricians or gelcoat specialists), and the boatyard or marina where the work takes place;
- our accountant, bank and HM Revenue & Customs, for accounting and tax purposes;
- the service providers we use to run the business, such as our email provider and the service that delivers website enquiry forms to our inbox;
- insurers or legal advisers, if needed to deal with a claim; and anyone we are required to share it with by law.

Some of these providers may store information outside the UK. Where they do, we use providers that protect it with safeguards recognised under UK data protection law, such as UK adequacy regulations or approved contract clauses.

5. How long we keep it

- Enquiries that do not lead to work: up to 12 months, then deleted.
- Customer, job and invoice records: 6 years after the end of the financial year in which the work finished, as required for tax purposes and to deal with any claim.
- Photographs of our work: for as long as we use them to show our work. Ask us at any time to remove a photograph of your boat.

6. Keeping it safe

We keep records on password-protected devices and accounts, limit who can see them, and take reasonable care to protect your information from loss or misuse.

7. Your rights

You have the right to ask for a copy of the information we hold about you; to have it corrected; to have it deleted; to restrict or object to how we use it; and, where it applies, to receive it in a portable format. Some rights are limited where we must keep records by law. To make a request, contact us using the details in section 1. We will respond within one month and there is normally no charge.

8. Our website

Our website does not use advertising or tracking cookies and does not run analytics. It loads fonts from Google Fonts, which means your browser connects to Google and shares your IP address with them to deliver the fonts. When you send an enquiry through the website form, the details you enter are passed to us by email.

9. Complaints

If you are unhappy with how we have used your information, please tell us first so we can put it right. You also have the right to complain to the Information Commissioner's Office (ICO), the UK data protection regulator: ico.org.uk, telephone 0303 123 1113.

10. Changes to this notice

We may update this notice from time to time. The current version will always be available on our website, with the date it took effect shown at the top.