



PRIVACY NOTICE

GENERAL DATA PROTECTION REGULATIONS (GDPR) & DATA PROTECTION ACT 2018 (DPA)

Due to the new General Data Protection Regulations (GDPR) which take effect from **25 May 2018**, we are required to inform you of what data we hold and how the data is handled/stored. This will ensure we are compliant with the new regulations.

For the purposes of our trading relationship with your organisation we hold the following information:

- Company Name
- Company Address & Delivery Addresses
- Contact Telephone Numbers/Fax Numbers/Email addresses
- Employee Names
- Bank Details (in some cases)
- Trading History (products, prices)
- Credit Checking (where applicable)

The data is gathered from prior trading activities, ongoing business, received verbally, in writing or electronically. The data is stored both in paper form and on our computer system at our secure office. Our server is internal only, and is username and password protected and protected by our internal firewalls. All data held will be for internal use only and used only for the purposes of our trading activities.

We will never give your data to 3rd parties unless we are legally obliged to do so or you request we do so, for example, courier companies, credit check companies. Any data passed onto these parties will be conducted within GDPR guidelines and will only be data relevant to our trading activities.

If you have any issues/queries regarding the above please contact us.

Data Protection

We will keep your data secure and only store it for as long as necessary for the purposes of our current trading activities with your organisation. Once the data is no longer required we will destroy it securely.

Data Retention

We will retain your data on file for any future trading purposes. The data will be stored on paper and/or digital format at our secure site and only accessed by persons authorised to do so. We will only hold the minimum amount of data required and when the data is no longer required for our trading purposes it will be deleted/destroyed securely.

Cookies

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Yours Faithfully

Colette Olivi

Finance & Commercial Director