

MARK STUBBS CONTRACTORS & PLANT LTD

EXCAVATIONS & PLANT HIRE

PRIVACY POLICY

General Data Protection Regulations – Legal Requirement

On the 25th May 2018 the new General Data Protection Regulation (GDPR) will legally take effect. As a business which holds data relating to your company, we are legally obliged to inform you of what data we hold for you and how we will / will not use it.

The personal information we collect about you can include:

- Data relating to your identity (name, title)
- Contact details (address, telephone numbers, email addresses)
- Bank account details
- Company registration details (company reg nr, VAT)

Lawful basis for processing:

We process personal information on our contacts to fulfil our contractual obligations to them, the processing of this personal information is necessary to provide you with goods or services.

We use this information to:

We use data relating to your business to facilitate trading with you and your company and for general correspondence with your staff.

Who we share your data with:

Your personal/company details will never be shared with third parties unless express permission has been given by yourselves, and only in relation to direct business requirements and if required by law or other court order.

We store information about your company on password protected software which is backed up and stored on our own server for security and loss prevention purposes; and where applicable our paper filing systems is in secure storage areas.

Payment information and company records are stored within our online banking and accounts facility, requiring a 2-step sign in process and multiple password requirements. This is to ensure the highest level of security possible.

Your Rights under the General Data Protection Act

- The right to be informed
- The right of access
- The right to rectification
- The right to erasure
- The right to restrict processing
- The right to data portability
- The right to object

- Rights in relation to automated decision making and profiling.

Retention Policy:

Contact information is kept for the duration of the contract and for 6 years after the account is closed, we will have yearly reviews to remove all personal data from our systems after this time. For more information on your rights under the General Data Protection Act (GDPR) visit <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

Complaints

You have the right to make a complaint to the relevant supervisory authority which is the Information commissioner's office (ICO) if you think your personal information has been handled incorrectly.

Contact us

In accordance with the new rules, if you are happy with us to continue storing your information then there is nothing you are required to do.

If you wish to be removed, or have your details updated then please get in touch, please contact us at info@markstubbscontractors.co.uk or telephone 01889 508944

For and on behalf of Mark Stubbs Contractors Ltd

Kind Regards



Kelly Bryant

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