



W/E 25 May 2018 Privacy notice for staff and clients:

- **What is our lawful basis for collecting your data?** We have a legitimate interest to do so.
- **Why do we collect this information?** To effectively manage your account, e.g. process orders, make deliveries, raise invoices.
- **What information do we collect from you?** Company name, Registration number, address, telephone number contact person's name , email address.
- **How do we store your information?** Your information will be stored in a password protected electronic file
- **How long do we keep your information?** For the duration of the contract plus 1 year after termination of contract
- **Will we share it with others?** We will not share your information with other companies for marketing purposes. We will share with our Invoice Finance Company for the legitimate management of your invoices/account. We will share your personal information with any law enforcement agency who has a legislative right to obtain such information.
- **How can you access the information we keep on you?** by applying to the Data Controller of this Company; there is no charge for this.
- **Your rights:** You have the right to ask us to remove or amend the information we hold on you by applying to the Data controller; there is no charge for this.

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