



TMPPM CORPORATE DOCUMENT

PRIVACY POLICY

How TMPPM collects, uses, protects and responds to personal information

GOVERNANCE WITH
CLARITY, CARE AND
INTEGRITY.

DOCUMENT CONTROL AND PURPOSE



- **Data contact: Christopher Taylor**
- Address: Unit 15 Venture One Business Park, Longacre Close, Sheffield, S20 3FR
- Telephone: 0114 6980000
- Email: contacts@taylormadepmltd.co.uk

CONTENTS

01 Information We Collect

02 Why We Use Information

03 Lawful Basis

04 Storage and Retention

05 Your Data Protection Rights

06 Making a Request

07 Complaints

INFORMATION WE COLLECT



- **Names, phone numbers, email and mailing addresses.**
- Job titles, usernames, passwords and contact preferences.
- Information submitted through accounts, contact forms and service interactions.

WHY WE USE INFORMATION



- **Provide, improve and administer services.**
- Manage accounts and authentication.
- Respond to enquiries and provide support.
- Send administrative information, request feedback and communicate marketing where preferences permit.
- Maintain security, prevent fraud and comply with law.

LAWFUL BASIS



- **Consent is the stated lawful basis under UK GDPR.**
- Consent can be withdrawn by contacting contacts@taylormadepmltd.co.uk.

STORAGE AND RETENTION



- **Personal information is securely stored.**
- Information is retained while an account is held, then removed from company files and devices in accordance with the published policy.

YOUR DATA PROTECTION RIGHTS



- **Access and rectification.**
- Erasure and restriction of processing.
- Object to processing.
- Data portability.
- No charge is normally required; TMPPM aims to respond within one month.

MAKING A REQUEST



- **Email contacts@taylormadepmltd.co.uk or telephone 0114 6980000.**
- Write to Unit 15 Venture One Business Park, Longacre Close, Sheffield, S20 3FR.

COMPLAINTS



- **Raise concerns directly with TMPPM using the published contact details.**
- You may also complain to the Information Commissioner's Office: Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.
- ICO helpline: 0303 123 1113. Website: ico.org.uk.