



HYGIENE FOR HEALTH

SHORROCK TRICHEM LTD

May 2018

GDPR Policy Statement

GENERAL DATA PROTECTION REGULATION (GDPR)

As you may be aware the new data protection regulation is being introduced throughout the European Union on the 25th may 2018.

The general data protection regulation (GDPR) aims to raise protection for individuals and focuses on how their personal data is collected, stored and processed.

There are two fundamental reasons why Shorrock Trichem Ltd has collected and will continue to hold and process your business and personal data

1. Contractual Obligations and Statutory requirements

The primary reason we collect both your business and personal data is to fulfil our contractual obligations so that we can trade with our clients. For our business customers this is deemed as 'Legitimate Interest'. Personal data is also stored for sole traders and partnerships as a statutory requirement for the HMRC and other legal bodies.

2. Marketing

In providing a range of goods and services to our clients we may wish from time to time forward information regarding new products, services and innovations that we think will be of interest and helpful to your business.

We would require your consent to do this.

Our GDPR data Protection terms and conditions and privacy notice are set out below

PRIVACY NOTICE

Shorrock Trichem Ltd take you privacy seriously and our privacy notice explains how we use your personal data.

Data Collection

To trade with our customers we must collect both business and personal data to fulfil our contractual obligations. The personal information we collect is limited to what is necessary to trade and we will not collect and hold any unnecessary personal data. To gather this information, we will first require your consent and then it can be provided on a new customer account form, face to face meeting, quotations, service contracts and agreements. We may also obtain some information from notes taken from telephone conversations and orders placed over the internet.

What information do we collect about you.

We collect information about you when we engage in forming a new trading/ contractual agreement. If you are a sole trader or partner this information will include your name, address, contact telephone number, email. For limited companies contact names, personal business email addresses and telephone numbers will be held.

Why do we need to collect your personal data.

The primary legal basis we intend to use for the processing of your data is for the performance of and entry into, our contract with you, 'legitimate Interest'. The information we collect is essential for us to be able to carry out the provision of products and services you require from us effectively. Without collecting this data we would be unable to fulfil our legal obligations and requirements.

How will we use this information

We will collect information in order to provide you with the supply of goods and services for which you engage us.

Who might we share this information with.

We won't share your information for marketing purposes with any other companies. In order to deliver goods and services to you effectively we may need share your details with third parties such as those we engage with for professional compliance, accountancy and legal services. We will also share business and personal data with some of our suppliers who provide additional financial support in the provision of dispensers and products.

How long will we keep hold of your information

Your business and personal data should not be held for longer than is required under the terms of our contract for the supply of goods and services to you. Statutory and legal regulations require us to retain data for a specified minimum period. Where we are no longer providing you with goods and services under our contractual agreement, we will not retain your business and personal data for longer than a period than

- 7 years after any contract you have entered into, ends with us

- 7 years after you stop using our goods and services
- Unless we are required to do so for any regulatory reason stated above.

You have the right to request deletion of your personal data.

We will comply with this request, subject to our legal and statutory requirements

How can I access the information you hold on me

You have the right to request a copy of the information we hold about you. To do so write or email us stating that you would like a copy of what personal data we hold on you. We have a right to ensure that your data is accurate and up to date. Please ask us to correct or remove any information you think is inaccurate or out of date.

Your privacy rights

As outlined above you have several rights under the regulations, these are as follows;-

- Right to be informed. We must provide data subjects with various pieces of information about our data processing activities. This information is provided in our privacy notice.
- Access to your personal information. You can request a copy of your personal information.
- Portability. You can ask us to provide you or a third party with some of your personal information we hold about you.
- Rectification. You can ask us to change or complete any inaccurate or incomplete information.
- Erasure. You can ask us to delete your personal information where it is no longer necessary for us to use it, you have withdrawn consent, or where there is no lawful basis for keeping it. Note, we may need to retain your personal information for legal purposes even though you have requested it be deleted.
- Right to object. You can object to our processing of your personal data.
- Restriction. You can ask us to restrict the personal information we use about you where you have asked for it to be erased or where you have objected to our use of it.
- Rights relating to automated decision making and profiling.

What you can do if you are unhappy with how your personal data is processed.

You also have the right to lodge a complaint with the supervisory authority for data protection. In

In the UK this is

Information Commissioner's office
Wycliffe House

Water lane
Wilmslow
Cheshire
SK9 5AF
0303 123 1113

Changes to our privacy policy

We keep our privacy policy under regular review and we will place any updates on our webpage to inform you of any changes when they occur. The privacy policy was last updated on 04/07/2018

How to contact us

Please contact us if you have any questions about our privacy policy or any information we hold about you; email enquiries@shorrocktrichem.com or telephone 01942 875325.