

Privacy Notice (New Customer)

Dear Customer

Please find below an important communication regarding the new Data Protection Regulations that came into effect 25 May 2018.

The Privacy Notice requires appropriate consent to be given by either a Director or your appointed Data Protection Officer/Controller.

Your prompt attention to the matter would be appreciated, please reply/email completed consent form to, [g.saysell@pickeringgroup.co.uk](mailto:g.saysell@pickeringgroup.co.uk)

## **PRIVACY NOTICE**

L Pickering and Sons Limited are committed to protecting and respecting your personal data and have updated and expanded our program on privacy to meet the needs of General Data Protection Regulation (GDPR) which came into effect 25 May 2018.

### **Data Collection and Use**

Data may be collected by L Pickering and Sons Limited as Data Processor directly from you by telephone, email, writing, other media electronic or otherwise and/or from third parties such as credit agencies, trade references and other publicly available information such as Companies House. To the extent permissible under applicable law, data may be collected when you register to use our website, place an order for goods and services, complete online forms, contact us via social media or contact offline.

Data may include business/personal names, address, email address and landline/mobile telephone numbers. From time to time other information about your business may be requested/provided. Data will be used only for legitimate purpose to manage your account for the supply of goods and services, receive payment and from time to time for appropriate benchmarking and marketing campaigns unless you have told us not to contact you for marketing purposes.

### **Data Sharing**

Your data may be shared with our service providers to include financial institutions, credit agencies, regulatory bodies, software providers and with other third parties where authorised by you.

### **Data Retention**

Data will only be retained for as long as is necessary for contractual, regulatory and lawful obligations to be satisfied.



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**Data Protection**

Appropriate technical and organisational measures are taken to protect against unauthorised access, unlawful processing and accidental loss of your information. Company storage locations including databases, file locations and remote access holding personal data are protected to include in some cases encryption, password protection and use of firewalls. Access to your data is limited to relevant personnel only as necessary to fulfil our contractual obligations to you in the supply of goods and services in accordance with our terms and conditions.

**Your Rights**

You have rights concerning your information which include;

- Access
- Rectification
- Erasure
- Objection
- Restriction
- Transferability

If you have any queries or wish to exercise any of your rights under the Privacy Policy please contact Graham Saysell by emailing, [g.saysell@pickeringgroup.co.uk](mailto:g.saysell@pickeringgroup.co.uk)

**Consent**

Please complete below to confirm that you consent to us collecting, retaining and processing your data in this manner and that you agree to the continued contact via email, post, telephone or other media on or offline.

Name: .....

Sign: .....

Position: .....

Director / Data Controller

Company Name: .....

Date: .....

Please note you can withdraw your consent to the above at anytime.

To do this, please inform the Graham Saysell by emailing, [g.saysell@pickeringgroup.co.uk](mailto:g.saysell@pickeringgroup.co.uk).