

# **Privacy Policy and GDPR Compliance**

## **Our promise**

Powells Sheet Materials Ltd takes privacy seriously and will only use and store personal data for the purposes you would expect us to. We recognize that some of the data we hold may be sensitive or confidential in nature. We will do our utmost to keep such data secure and private. This notice explains how we use the personal information you provide to us in your trade account form.

## **What data we hold**

In order for Powells Sheet Materials Ltd to administer and manage your trade account, it is necessary to store certain personal data about the company or person.

- Data such as full name, address and other contact details are required
- To be able to process orders for goods and services
- To deal with any enquires we receive from you
- To comply with applicable laws, regulations and rules.
- To notify you of any changes to what we do.
- To make checks of credit references e.g.: when you have completed an application form or want to amend your credit limit
- Recovery of a debt in case of non-payment.
- To provide you with details of our product range, services and promotions.

## **How data is stored, used and processed**

Data is stored both on paper and electronically. Back-up copies of electronic data are made periodically and are held off-site. No third-party access is provided, except for the credit reference agencies, tracing agents and with any legal obligation. It not envisaged that any personal data will be exchanged or made available to any third party, except as otherwise required by law. In particular, we will never pass your details onto other companies or organizations for promotional or marketing purposes. Barring exceptional circumstances, the processing of personal data will be limited to those processes required of the running of a company and will therefore be minimal and non-intrusive.

## **Cookies**

By using our website you consent to the use of cookies. Cookies can be managed in your browser or device settings. Our intention is that cookies, if any, used on our website will be those standard in the industry for gathering web-stats data and the like.

## **Partial or complete deletion of data concerning individual and/or other concerns**

If you wish to enquire further about how we store or use your data and/or wish any changes to be made, please contact us to discuss the matter. We may not be able to delete all data concerning an account on request of an interested party. This may be as a result of other conflicting legal requirements, our duty of care or other overriding obligations. Following due consideration, we believe that we can't offer any complete "opt-out" for the holding of personal data concerning an account.

## **Compliance with GDPR legislation**

The EU General Data Protection Regulation (GDPR) legislation takes / has taken effect in the UK as of 25 May 2018. We understand that, as a business in the UK storing personal data, we have a legal obligation to comply with the GDPR legislation. We believe that our privacy policy and practices are compliant, as is explained in further detail below.

We have a "*legitimate interest*" to keep personal details of an account and associated other data, for us to carry out our duties as a business. The storage, maintenance and backing up of that data is necessary for both us and you. We have certain legal and contractual obligations that make it necessary for us to store and process certain personal data. As a result, we believe that obtaining explicit consent to hold and process personal data from you. We believe that our handling of personal data is highly unlikely ever to be intrusive and that there is therefore no less intrusive way for us to comply with our obligations and duties here at Powells Sheet Materials Ltd.