

# SEVERNSIDE SAFETY SUPPLIES LTD

## Privacy Policy

### Introduction

Sevenside Safety Supplies Ltd is committed to managing all Personal Data safely and securely in compliance with the General Data Protection Regulation (GDPR).

### Purpose

Sevenside Safety Supplies Ltd use customers Personal Data to administer their customer accounts and to provide the requested products and services.

### Use of Personal Information

Sevenside Safety Supplies Ltd will only process Personal Data where there is a lawful basis for doing so:

- Contract - to comply with a contract with, or to do something at the request of, the data subject
- Consent - where consent has been received to provide certain products or services (eg Marketing activities)
- Legal Obligation - to comply with a common law or statutory obligation
- Vital interests - to protect life
- Public Task
- Legitimate Interests

### Data Collection

Personal Data will be collected when it is shared with Sevenside Safety Supplies Ltd, such as when placing an order or requesting information. This may include data such as Name, Address, Phone Numbers and Email Addresses.

### Data Sharing

Sevenside Safety Supplies Ltd may share Personal Data in line with the Use of Personal Information paragraph above. For example, when instructing a courier company to deliver goods on our behalf or when working with our IT support providers to manage our business systems.

### Data Retention

Sevenside Safety Supplies Ltd will keep Personal Data as long as necessary to support the purposes for which it was collected, after which point (generally after 7 years) it will be subject to deletion as appropriate.

### Data Management

Sevenside Safety Supplies Ltd may hold Personal Data in written and/or digital form, working with Jack Roe Ltd to support our business management and Cotswold Web to support our website.

## **Rights**

Severnside Safety Supplies Ltd will respect to the rights of individuals in accordance with the requirements of the GDPR. These rights include being informed of the Personal Data held on request, the correction of the data as necessary, deletion, withdrawal of (or amendment to) Consents and the right to object.

**James Dunning**  
**Managing Director**  
**19 May 2018 (V1)**

