

PRIVACY NOTICE

Data controller: Shire Timber and Truss Limited & Shire Timber Structures Limited
Knowsthorpe Gate
Leeds
LS9 0NP
Tel: 0113 2495700

The organisation collects and processes your data to facilitate the administration of your account , to provide the products and services you request or to maintain a trading relationship.

What information does the organisation collect?

The organisation collects and processes a range of information about you. This includes

- your name, address and contact details, including email address and telephone number,
- details of your bank account for the purposes of making payments
- purchasing history or
- sales history

The organisation collects this information in a variety of ways. For example, data is collected through credit account applications, sales orders, invoices. For the purposes of credit account applications, the organisation seeks information from third parties with your consent only to facilitate credit checks and trade references.

Why does the organisation process personal data?

The organisation needs to process data to enter into a contract with you and to meet its obligations under our trading agreement. For example, it needs to process your data to provide you with goods and services or to pay you for the procurement of goods and services.

We do not use the data we collect for direct or other marketing purposes.

Who has access to data?

Your information will be processed internally only and we will not transfer your data to countries outside the European Economic Area.

The organisation does not share your data with third parties without your prior permission, and then only in order to obtain credit references as detailed above.

How does the organisation protect data?

The organisation takes the security of your data seriously. The organisation has internal policies and controls in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by its employees in the performance of their duties. It is stored on secure internal IT systems.

For how long does the organisation keep data?

The organisation will hold your data for the duration of our business relationship. The periods for which your data is held after the end of our trading association are set by our legal obligations for taxation purposes.

Your rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require the organisation to change incorrect or incomplete data;
- require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- object to the processing of your data where the organisation is relying on its legitimate interests as the legal ground for processing; and
- ask the organisation to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the organisation's legitimate grounds for processing data.

If you believe that the organisation has not complied with your data protection rights, you can complain to the Information Commissioner.