

May 2018



## PRIVACY POLICY

From 25<sup>th</sup> May 2018, the General Data Protection Regulation (GDPR) comes into effect, and we as a company are obliged to inform you of the data we hold for you, and also how we use it.

As a company, we hold numerous levels of information on our systems. The information we hold is detailed below:

- Company name
- Company address ( both registered and trading addresses where applicable )
- Company registration & VAT number
- Contact numbers ( both office and individual (personal) mobile numbers )
- Email addresses
- Banking details ( account number, sort code and registered bank )
- Signed delivery notes (On behalf of both clients and suppliers)

We have conformed to the GDPR guidelines since we started trading in 2016. All information has, is and will continue to be stored on password protected cloud platforms. Paper documents are archived and stored in a locked secure office.

All details held are strictly confidential and **only** used for business and trading purposes. Your details will never knowingly be sold or passed on.

We regularly review our security standards and procedures to help prevent unauthorised access to personal information, improper use or disclosure, unauthorised modification and unlawful destruction or accidental loss.

We appreciate your trust in us to manage your data responsibly and with the greatest of care. You have the right to request a copy of the personal information Aqua Safety Showers hold about you and to have any inaccuracies corrected. Should you wish to get in touch please email your request to [janet@safetyshowersinternational.com](mailto:janet@safetyshowersinternational.com)