



**16-18 Lister Road - Highfield Industrial Estate (South) – Eastbourne - East Sussex - BN23 6PU**

**Telephone: 01323 507322 - Fax: 01323 507581 - email: sales@picross-eng.com**

## **Privacy Notice – Suppliers & Customers**

### **Introduction**

Picross Precision Engineering Co Ltd collects and processes your personal data, relating to its suppliers and customers to manage the working relationship. The personal data may be held by Picross Precision Engineering Ltd on paper or in Electronic format.

Picross Precision Engineering Co Ltd is committed to being transparent about how it handles your personal information, to protecting the privacy and security of your personal information and to meeting its data protection obligations under the General Data Protection Regulation and the Data Protection Act. The purpose of this privacy notice is to make you aware of how we use your personal data both during and after your working relationship with the company. We are required under the GDPR to notify you of the information contained in this privacy notice.

This privacy notice applies to all current and former Suppliers and Customers. It is non- contractual and does not form part of any contracts, consultancy agreement or any other contract for services.

Picross Precision Engineering Co Ltd have appointed a Data Protection Manager to oversee compliance with this privacy notice. If you have any questions about this privacy notice or about how we handle your data then please contact – Terri Taylor, 16-18 Lister Road, Highfield Industrial Estate, Eastbourne, East Sussex. BN22 9JA. By Phone 01323 507322 or email sales@picross-eng.com

### **What we need?**

Our Personal Data Protection Policy governs the use and storage of your data. You can request a copy of our Data protection policy.

Picross Precision Engineering Co Ltd are a controller of the personal data you provide to us. We collect some or all of the following types of personal data from you:

- Name
- Email address
- Phone Number (S)
- Company Address
- Bank Details
- Company registration number

Company Registered in Cardiff on 6<sup>th</sup> February 1979; No 1380671. Company Registered Office; 18 Lister Road, Eastbourne, East Sussex, BN23 6PU.

This e-mail is for the use of the intended recipient(s) only. If you have received this e-mail in error, please notify the sender immediately and then delete it. If you are not the intended recipient, you must not use, disclose or distribute this e-mail without the author's prior permission. We have taken precautions to minimise the risk of transmitting software viruses, but we advise you to carry out your own virus checks on any attachment to this message. We cannot accept liability for any loss or damage caused by software viruses. If you are the intended recipient and you do not wish to receive similar electronic messages from us in future then please respond to the sender to this effect.

## **Why we need it?**

We need your personal data in order to provide you with the following services:

- To provide, then deliver goods and services
- To purchase goods and services
- Credit account

## **What we do with your personal information**

Your personal data is processed on our premises Picross Precision Engineering Co Ltd, 16-18 Lister Road, Highfield Industrial Estate, Eastbourne, East Sussex. BN22 9JA. By Phone 01323 507322 or email [sales@picross-eng.com](mailto:sales@picross-eng.com).

Your data is stored on our password protected computer system, accounts system and in our filing system. In processing of our accounts, our accountants have access to your data for the sole purpose of auditing our financial records.

No other third-party providers have access to your data, unless specifically required by the law. Our sales/purchasing team has access to your data to be able to process orders and to ensure all the correct paperwork is raised.

## **How long do we keep it?**

We keep personal data based on the retention required by law, at the point your personal data reaches our retention policy it will be destroyed from all physical and digital copies of the data in line with our data destruction policy. This will be a maximum of 10 years after last transaction, with the exception of material certification.

## **What are your rights?**

It is important that the personal information we hold on you is correct and up to date. So if you believe the data we hold on you is incorrect or incomplete, then you have the ability to request to see this information, rectify it or have it deleted. Please contact us at [sales@picross-eng.com](mailto:sales@picross-eng.com).

In the event that you wish to make a complaint about how we have handled your personal data, please contact Terri Taylor at [sales@picross-eng.com](mailto:sales@picross-eng.com) or in writing to Picross Precision Engineering Co Ltd, 16-18 Lister Road, Highfield Industrial Estate, Eastbourne, East Sussex. BN22 9JA.

Picross Precision Engineering Co Ltd will then look into your complaint and work with you to resolve the matter. If you feel that your personal data has not been handled appropriately according to the law, you can contact the Information Commissioners Officer and file a complaint with them.