

Data protection compliance statement for Customers, Suppliers and 3rd Parties

This document demonstrates our commitment to protecting the privacy and security of your information. It ensures that we apply appropriate measures in accordance with the General Data Protection Regulation (GDPR) and all other data protection legislation currently in force.

When processing data we will;

- Process it fairly, lawfully and in a clear and transparent way.
- Collect your data only for reasons that we find proper for the business needs in ways that have been explained to you.
- Only use it in the way that we have told you about.
- Ensure it is correct and up to date.
- Keep your data only for as long as we need it.
- Process it in a way that ensures it will not be lost or destroyed or used for anything that you are not aware of or have not consented to (as appropriate).

This data protection compliance statement (privacy notice) applies to all customers, suppliers and other identified 3rd parties with whom we do business.

METHOD OF COLLECTION OF PERSONAL INFORMATION

We will collect and process the information you provide to us when:

- Registering with us as a supplier.
- Registering with us as a customer.
- Corresponding with us by phone, e-mail or otherwise.

DETAILS OF INFORMATION WE WILL HOLD ABOUT YOU

The list below identifies the kind of personal data that we may hold about you:

- Name and/or business name.
- Postal address.
- Email address.
- Telephone and/or fax number.
- Bank account details.
- Card details.

PROCESSING INFORMATION ABOUT YOU

We will only administer information in accordance with the lawful bases for processing. At least one of the following will apply when we process your data:

- Consent: You have given clear consent for us to process your data for a specific purpose.
- Contract: The processing is necessary for a contract we have with you or because we have asked you to take specific steps before entering into a contract.
- Legal obligation: The processing is necessary for us to comply with the law (not including contractual obligations).
- Vital interests: The processing is necessary to protect someone's life.
- Public task: The processing is necessary for us to perform a task in the public interest or for our official functions, and the task or function has a clear basis in law.
- Legitimate interests: The processing is necessary for our legitimate interests or the legitimate interests of a third party unless there is a good reason to protect your personal data which overrides those legitimate interests.

LAWFUL BASIS FOR PROCESSING YOUR PERSONAL INFORMATION

We consider that the basis for which we will process the data contained in the list above (see section above - **PROCESSING INFORMATION ABOUT YOU** is necessary for us to do business with you and to enable us to comply with our legal obligations.

SHARING DATA

Your data will be shared with individuals within the company where it is necessary for them to undertake their duties when doing business with you.

It may be necessary for us to share your data with a third party or third party service provider (including, but not limited to, contractors, agents or other associated/group companies) within or outside of the European Union (EU). Data sharing may arise due to a legal obligation, as part of the performance of a contract or in situations where there is another legitimate interest (including a legitimate interest of a third party) to do so.

The list below identifies which activities are carried out by third parties on our behalf:

- IT services.
- Legal advice.
- Security.
- Insurance provision.

Data may be shared with 3rd parties in the following circumstances:

- In relation to the maintenance support and/or hosting of data.
- In order to adhere with legal obligations.
- In the process of obtaining advice and help in order to adhere with legal obligations.

If data is shared, we expect third parties to adhere and comply with the GDPR and protect any data of yours that they process. We do not permit any third parties to process personal data for their own reasons. Where they process your data it is for a specific purpose according to our instructions.

We do not anticipate that we will transfer data to other countries.

DATA SECURITY

In addition, we have put further security measures in place to avoid data from being accessed, damaged, interfered with, lost, damaged, stolen or compromised. In cases of a breach or a suspected breach of data security, you will be informed, as will any appropriate regulator, in accordance with our legal obligations.

DATA RETENTION

All data we collect will be stored in the UK.

Where clients or customers have services provided outside of the UK, and we are required to provide them with information, we will ensure they are contractually bound to take all reasonable steps to ensure that data is treated securely, in accordance with data protection regulations and in compliance with this policy.

We will only store data for as long as is necessary, and we will delete information on your request.

Upon conclusion of any business we may have with you, or until we are no longer legally required to retain it, data will be reviewed and deleted, unless there is some special reason for keeping it. Occasionally, we may continue to use data without further notice to you. This will only be the case where any such data is anonymized and you cannot be identified as being associated with that data

YOUR RIGHTS IN RELATION TO YOUR DATA

We are committed to ensuring that any data we process is correct and up to date.

Where you have provided consent to our use of your data for marketing, research and customer satisfaction purposes at any time, you also have the unrestricted right to withdraw that consent at any time. Withdrawing your consent means that we will stop processing the data that you had previously given us consent to use. There will be no consequences for withdrawing your consent.

You have the right to access information we hold about you. Please e-mail us and we will advise you how to do this.

You have the right to correct any of your information if it is wrong. Please e-mail us to correct any information.

If you have any concerns about the data held, please contact us and we will make every effort to amend or remove to satisfy your requirements.

QUESTIONS OR COMPLAINTS

Should you have any questions regarding this statement, please contact **marketing@seewoo.co.uk**

The supervisory authority in the UK for data protection matters is the Information Commissioner (ICO). If you think your data protection rights have been breached in any way by us, you are able to make a complaint to the ICO.