

25 May 2018

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GDPR - Data Privacy Changes

A new data privacy law is being introduced on 25 May 2018 called General Data Protection Regulation.

This regulation governs how your data is used and controlled with the focus being on the protection of your personal data, applying to all companies processing and holding personal data.

We are not changing the ways we use information about you but clarifying what information we hold and the circumstances under which it may be used.

We will only ever collect data and information that is essential for operational reasons. Our information is collected directly from you and consists of:

Contact details:	Your name, address, email address, telephone numbers and any other contact details.
Communications:	Information that we learn about you from letters, emails and conversations between us.
Contractual:	Information we learn about you in order to provide our products or services to you and details regarding the actual products and services that we provide to you.
CCTV Recording:	CCTV surveillance is used on our sites primarily to assist with security and safety of our staff and visitors. Although in occasional situations we may use CCTV footage in investigations and/or be asked to provide to law enforcement agencies.

The law states that we are only allowed to use personal information if we have a proper and lawful reason to do so, the following reasons are the main ones upon which we base our processing:

- To fulfil a Contractual agreement.
- We have a legitimate interest.
- When it is our legal duty.

Any data which we do hold is done so securely.

We do not contact you for marketing purposes and we do not share information with any third parties unless it is to comply with a legal obligation.