

General Data Protection Regulations – Legal Requirement:

On the 25th May 2018 the new General Data Protection Regulation (GDPR) legally took effect. As a business which holds data relating to you / your company, we are legally obliged to inform you of what data we hold for you and how we will / will not use it.

The personal information we collect about you from our online can include:

- Data relating to your identity (name, title)
- Contact details (address, telephone numbers, email addresses)
- This list is not exhaustive

Your Rights under the General Data Protection Act:

- The right to be informed
- The right of access
- The right to rectification
- The right to erasure
- The right to restrict processing
- The right to data portability
- The right to object
- Rights in relation to automated decision making and profiling

Who we share your data with:

To provide you with quotes, products and services we may need to share your contact information throughout the Kellmarts companies. Contact details can be passed to outside companies to help provide our goods or services i.e. suppliers, sub-contractors, haulage companies.

Your personal details will never be shared with third parties unless express permission has been given by yourselves, and only in relation to direct business requirements and if required by law or other court order.

We store information about your company on password protected software which is backed up and stored on our own server for security and loss prevention purposes; and where applicable our paper filing systems is in secure storage areas.

Lawful basis for processing:

We process personal information on our contacts to fulfil our contractual obligations to them, the processing of this personal information is necessary to provide you with goods or services.

Kellmarts Building Services Ltd.

Registered Company: 08122697

Registered Office: CPS Accountancy Ltd, 10a Alderman's Hill, London, N13 4PJ

Correspondence address: 105 Manor Way, Ruislip Manor, HA4 8HW

We use this information to:

We use data relating to your business to facilitate trading with you and your company and for general correspondence with your staff.

Retention Policy:

Contact information is kept for the duration of the contract and for 6 years after the account is closed, we will have yearly reviews to remove all personal data from our systems after this time. For more information on your rights under the General Data Protection Act (GDPR) visit <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights>

Complaints:

You have the right to make a complaint to the relevant supervisory authority which is the Information Commissioner's Office (ICO) if you think your personal information has been handled incorrectly.

Contact us:

In accordance with the new rules, if you are happy with us to continue storing your information then there is nothing you are required to do.

If you wish to be removed, or have your details updated then please get in touch, please contact us at accounts@kellmarts.com or telephone 0800 689 4529.

Yours faithfully,



John Kelly

Managing Director