

General Data Protection Regulations (GDPR)

Privacy Notice - Customer / Supplier (to include Contractor) Personal Data

In order to provide the service we do and honour our contractual obligations, processing data is a necessary element in order to achieve this. This will include some business data but also some personal data as defined within GDPR. We may hold or process your business details, email addresses, bank / credit card details, names of key personnel and in some cases personnel sizing information for work wear, in order to make our processes more efficient in the way they run. For Contractors we may also hold insurance, training and driving licence details.

All this information is kept on our computer systems for swift access or in hard copy form securely stored.

We will not pass on any of your personal data or details to any other companies or third parties, except where we are legally obliged to do so, without express permission of the data holder.

Key information regarding the retention of data

We will retain data that has been collected, for up to six years, even after our professional relationship has come to an end.

Under the GDPR you have the right to obtain a copy of all personal data we hold on file about you without incurring any charge. If you believe that any information on our record is incorrect or incomplete, you should contact us immediately and we will amend accordingly.

You have the right to request the deletion or removal of your personal data if you feel there is no compelling reason for its continued processing.

Under the GDPR you have the right to object to us processing personal data based on grounds relating to your particular situation. If you object to us processing your personal data we will stop unless: there are compelling legitimate grounds for the processing which override your interests, rights and freedoms or, the processing is for exercise or defence of a legal claim.

You have the right to complain to the Information Commissioners Office if you feel there is a problem with the way we are handling your data.

We take your privacy very seriously and will only use personal data to manage our business relationship and to provide or purchase the products and services.

We will not use or share your data with any other company for marketing purposes.

We presume therefore that you accept us holding this data and therefore no further action is necessary or required.

Should you have any questions or require further information, contact us as at info@lister.co.uk