

Seth Punched Storage & Distribution – Privacy Statement



Purpose

In the regular course of operating Seth Punched Storage & Distribution acquires personal data by interaction and communication with various third parties (including individuals). Seth Punched Storage & Distribution takes seriously its obligations to protect such personal data. As evidence of its commitment to privacy, Seth Punched Storage & Distribution has established this Privacy Statement to articulate the privacy and data protection principles that guide Seth Punched Storage & Distribution in its operation.

This Privacy Statement (together with the Seth Punched Storage & Distribution terms & conditions, any additional data protection policy we may issue from time to time and any other related documents we provide to you) are designed to accomplish the following specific objectives:

- Increase awareness of regulatory, legal, and corporate requirements for handling and protecting personal data
- Set forth minimum guidelines for the collection, use, sharing, protection and other processing of personal data
- Enable Seth Punched Storage & Distribution to meet business, legal, and regulatory responsibilities relating to personal data.

For the purpose of the General Data Protection Regulation (**GDPR**) (EU) 2016/679 (the “**Regulation**”) Seth Punched Storage & Distribution is the Data Controller and the Data Processor of the personal data provided to us about you.

This Privacy Statement does not create legal rights for third parties and is not a contract.

Collection of Personal Data

Seth Punched Storage & Distribution will directly collect personal data of individuals who:

- Contact us (including through social media)
- Are the nominated contact for business sales or purchases
- Are customers of Seth Punched Storage & Distribution

The personal data you give us/that we will process may include:

- Your name and job title
- Contact details including your postal address, email address, phone number
- Payment details including your financial/bank and credit card information
- Driving details including, your driver licence number
- Training records

Seth Punchard Storage & Distribution does not collect data when you visit our website.

We do not work closely with any third parties and would not pass on any details/information about you.

Purposes of Processing Personal Data

We will use the information you give to us or that we collect about you to:

- Carry out our obligations arising from any contracts entered into between you and us and to provide you with the information, products and services that you request from us
- Ensure we comply with our reporting and legal requirements
- Notify you about changes to our service

Legal Basis for Processing of Personal Data

We process your personal data because:

- It is necessary to do so to perform the services we are to provide to you
- We have your express consent

Seth Punchard Storage & Distribution obtains consent from individuals regarding the processing of their personal data when required by applicable law.

Specifically, when consent or choice is required or otherwise determined to be appropriate, Seth Punchard Storage & Distribution:

- Processes an individual's personal data in a manner that is consistent with consent or other choices exercised by the individual

Disclosure of Personal Data

Seth Punchard Storage & Distribution does not share personal data with third parties unless we are under legal obligation to do so or it is necessary to complete a job at your request. This includes requests from:

- DVSA
- The police (on a case by case basis for prevention and detection of crime)
- Suppliers/sub-contractors for the performance of any contract we enter into with you or them (including third parties who deliver e-mails to you on our behalf)

Duration of Retention of Personal Data

We will not hold your personal data for longer than we consider necessary for reasonable business purposes or as authorised by an individual.

Seth Punchard Storage & Distribution will hold personal data until a company becomes dormant. Dormant means that a company (or other body) is no longer an active customer of Seth Punchard Storage & Distribution. Dormant member's data will be retained (for tax purposes) for the required length of time and then permanently destroyed.

Seth Punchard Storage & Distributions data removed either due to expiry or user request will be present in system backups before it is completely irrecoverable.

Marketing

You have the right to ask us to stop using your personal data in relation to marketing at any time by contacting us on accounts@sethpunchard.co.uk.

Data Access

The Regulation gives you the right to access information held about you. Where required by applicable law or otherwise appropriate, Seth Punchard Storage & Distribution provides individuals with appropriate access to the personal data about them that is maintained by Seth Punchard Storage & Distribution and the ability to correct the data, as applicable. Further to this, Seth Punchard Storage & Distribution will:

- Respond to requests for access to personal data made through appropriate channels in a timely manner.
- Authenticate individuals requesting access before allowing access to or providing personal data.

- If applicable, provide a reason to the individual for denying access, with a point of contact for further inquiry.

Your right of access can be exercised in accordance with the Regulation by email request to accounts@sethpunchard.co.uk

Data Security

We take appropriate technical and organisational security measures to prevent unauthorised access and to ensure that the personal data we hold as Data Processor is kept secure.

All information you provide to us is stored on a secure server, (provided to us by a third party) or those of our sub-contractors, within the European Economic Area (“EEA”).

Any electronic payment transactions will be conducted by our third party payment provider in accordance with their terms.

Where we have given you (or where you have chosen) a password which enables you to access certain information, you are responsible for keeping this password confidential.

Seth Punchard Storage & Distribution websites/social media pages may, from time to time, contain links to and from other websites. If you follow a link to any of these websites, please note that these websites have their own privacy policies and that we do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data to these websites.

Web Browser Cookies

Seth Punchard Storage & Distribution does not use “cookies” to enhance User experience.

Changes to this Privacy Statement

Any changes we make to this Privacy Statement in the future will be posted on our website and, where appropriate, notified to you by email.

Complaints, Questions and Comments

If you have a complaint about the way in which we collect, process and store your personal data please contact us on accounts@sethpunchard.co.uk.