



General Data Protection Regulation (GDPR)

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Under this regulation we are required to advise you of how we use and store your personal information such as your name, shipping / billing address, email address and telephone / mobile phone numbers.

Use of your Personal Information

We use your personal information to operate our business and working relationship with you to create invoices, delivery notes and statements. We may also contact you via telephone / mobile phone or email with regard to specific ongoing orders or overdue invoices.

We do not sell or share your personal information with third parties for their own commercial uses.

Security of your Personal Information.

When we collect information about you from you we make sure that we minimise what we collect. We try to collect enough accurate and up to date information to provide you with an efficient customer service. We try not to keep your information for longer than we need it and we make sure that the records we have about you are managed properly and deleted promptly and securely when we no longer need them.

We have policies and procedures to make sure your information is only available to our employees who need to see it to do their job, and we train those employees appropriately.

In everything we do with your information we try to be fair, lawful and open and we take seriously our obligations towards your privacy and the protection of information we may hold about you.

Your Rights

The Data Protection Act 1998 gives you certain rights towards your personal information. We take all reasonable efforts for you to exercise those rights.

You have the right to see all the personal information we hold about you by making a routine enquiry as part of our usual customer service by contacting us on above telephone number and address.