



## Privacy Policy – Customers and Suppliers

You will undoubtedly be aware that the GDPR (General Data Protection Regulations) came into effect on the 25th May 2018. Its purpose is to give individuals additional rights on the handling of their personal data.

JBC Crawley Industrial Services Limited takes the security of your data very seriously and we have taken steps to ensure that we are fully compliant with GDPR.

This privacy policy outlines what information, JBC Crawley Industrial Services Limited holds, why we retain it and how it is processed and stored.

**What data we collect** - Contact name, position in the company, company name, company address, VAT number, e-mail address, phone numbers and suppliers bank details. We also hold information and photographs about work related projects and on occasion information regarding insurance.

**How we collect data** - We collect data through communication via e-mail, telephone, letters or face to face methods with our potential/current customers and suppliers. We do not use Cookies on our company website.

**How we keep it secure** - We ensure the security of any personal information we hold by using secure data storage technologies and precise procedures. Only authorised personnel have access to your data and only with legitimate reason. This can on occasion be external companies such as our company accountant or insurers (in the event of an accident or a claim), but only with prior authorisation.

**Why we keep this data, how we use it and who we share it with** - We only hold information to communicate with our customers and suppliers with regards to work related projects and to enable us to pay invoices.

We may be required to share contact details with our customers/suppliers to enable deliveries and collections. We do not however, share sensitive information about work related projects without prior consent from our customers. Any disclosure of data will be strictly within statutory guidelines.

**Data retention period** – We will continue to store our customer and supplier data for as long as we have legitimate reason or until consent is withdrawn. Data is kept secure for 7 years after they cease being used for legal reasons, after this time they are destroyed.

### Access to your information and correction

Under the General Data protection Regulations 2018, you have:

The right to be informed about our processing of your data/records

The right to request access to your personal data/records

The right to have your personal data/records corrected if inaccurate and to have incomplete data/records completed.

The right to object to the processing of your personal data/records

The right to have your personal data/records erased

The right to complain to the Information Commissioner's Office at [ico.org.uk](http://ico.org.uk)

If you no longer wish to be contacted by our company, require details of the personal information we hold about you or believe any information we do hold needs amending, please email

[Ruth@c-i-s.co.uk](mailto:Ruth@c-i-s.co.uk) or write to us at: JBC Crawley Industrial Services Limited, Unit 12 Bolney Grange Business Park, Stairbridge Lane, Haywards Heath, West Sussex, RH17 5PB.



**SINCE 1969**

Company registration number: 1130294 VAT number: 210 9461 90

Registered address: Kingfisher House, Hurstwood Grange, Hurstwood Lane, Haywards Heath, West Sussex, RH17 7QX

**[www.c-i-s.co.uk](http://www.c-i-s.co.uk)**