

Privacy Notice

This privacy notice explains how we use any personal information we collect about you.

What information do we collect about you?

We may ask you for and collect the following information:

- *Your name
- *Contact information including email address
- *Date of Birth of the owner/director of the company
- *Other information relevant to customer surveys and/or offers.
- *Employee data for tax purposes

Information relating to usage of our website is collected using cookies. These are text files placed on your computer to collect standard internet log information and visitor behaviour information. We'll use your information collected from the website to personalise your repeat visits to the site.

What we do with the information we gather?

We require this information to process orders, understand your needs and provide you with a better service, and in particular for the following reasons:

- *Internal record keeping
- *To enable us to make an informed decision about offering you a credit account
- *We may use the information to improve our products and services
- *We may periodically send promotional information via email and post about new products, special offers or other information which we think you may find interesting.
- *From time to time, we may also use your information to contact you for market research purposes. We may contact you by email, phone or mail.
- *We use some information to pass on for salary and social security cover.

You have a right at any time to stop us from contacting you for marketing purposes or giving your information to other members of the group. If you no longer wish to be contacted for marketing purposes, please contact us by email or post.

How this data is stored and protected

Some data is stored on PCs which are updated for security regularly and also paperwork is secured in locked cupboards and units.

Who might we share your information with?

If you agree, we may email you about other products or services that we think may be of interest to you.

Where it's necessary for your personal data to be forwarded to a third party we'll use appropriate security measures to protect your personal data in transit.

To fulfil our obligations in respect of prevention of money-laundering and other financial crime we may send your details to third party agencies for identity verification purposes.

How long do we keep hold of your information?

In principle, your personal data shouldn't be held for longer than is required under the terms of our contract for services with you. However, we're subject to regulatory requirements to retain data for specified minimum periods. We also reserve the right to retain data for longer than this due to the possibility that it may be required to defend a future claim against us.

You have the right to request deletion of your personal data. We'll comply with this request, subject to the restrictions of our regulatory obligations and legitimate interests as noted above.

How can I access the information you hold about me?

You have the right to request a copy of the information that we hold about you. If you'd like a copy of some or all of your personal information, please email or write to us using the contact details noted below.

When your personal data is processed by automated means you have the right to ask us to move your personal data to another organisation for their use.

We have an obligation to ensure that your personal information is accurate and up to date. Please ask us to correct or remove any information that you think is incorrect.

Cookies

We use cookies to track visitor use of the website and to compile statistical reports on website activity. For further information visit <http://www.allaboutcookies.org/>

You can set your browser not to accept cookies and the above website tells you how to remove cookies from your browser. However, in a few cases some of our website features may not function as a result.

Other websites

Our website contains links to other websites. This privacy policy only applies to this website so when you link to other websites you should read their own privacy policies.

What can you do if you are unhappy with how your personal data is processed?

You also have a right to lodge a complaint with the supervisory authority for data protection. In the UK this is:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
0303 123 1113 (local rate)

Changes to our privacy policy

We keep our privacy policy under regular review and we'll place any updates on this web page. This privacy policy was last updated on 1st April 2018.

How to contact us

Please contact us if you have any questions about our privacy policy or information we hold about you: by email at paula@asdwholesale.co.uk

Or write to us at

Paula Timberlake
Office Manager
ASD Wholesale Ltd
Brookside Way
Huthwaite
Sutton in Ashfield
Nottinghamshire
NG17 2NL