

# B H LEAKES & SONS LTD PRIVACY NOTICE

## What we need

**B H Leake & Sons Ltd** (referred to as **BHL** going forward) are committed to protecting and respecting your privacy. For any personal or Company data you provide for the purposes of us processing your orders and enquiries, or quotations and invoices, **BHL** will be what's known as the 'data controller' of the data you provide to us.

We collect data about you, including, for example, your Company name, address, trade contacts, e-mails and telephone numbers, account details, collection and delivery addresses, and when paying by card, credit or debit card details

## Why we need it

We will use your information in a number of ways which will help us to process your enquiries and orders, or quotations and invoices, including advising deliveries, issuing or distributing orders, proformas, invoices or payments, and any ancillary uses which enable the smooth processing of your requirements.

Our lawful basis for processing your data is that we have an obligation to you as a Customer or Supplier to provide you with the services or payments you require from **BHL**.

We may share your information with Government Agencies such as HMRC and VAT in so much as is required by Law.

**BHL** does not store or transfer your data outside of the UK.

## How long we keep it

We will hold your data on file for as long as you are a Customer or Supplier of **BHL**. Your data is updated periodically. Any data we hold on you will be securely destroyed after 7 years of inactivity.

## What are your rights?

If at any point you believe retained information is incorrect you can request to see this information and have it corrected and possibly deleted. Providing you this information is free of charge, but charges may apply for excessive requests.

If you wish to raise a complaint on how we have handled your personal data, you can contact Debbie Rolinson (Director) who will investigate the matter.

Where relevant you have the right to withdraw consent at any time and this means we cannot process your data provided without your consent.

For further information on which Government Agencies have been supplied with your details or how information is used, how we maintain the security of your information and your rights to access/alter and change information we hold on you, please contact us at: [info@bhleakerubber.co.uk](mailto:info@bhleakerubber.co.uk)

Should you be unhappy with our processing of your data, you have a right to complain to the Information Commissioner's Office, which is the regulator for data protection.

As a data subject, you are not obliged to share your personal data with **BHL**. If you choose not to share your personal data with us, we may not be able to administer your requirements.