



PRIVACY POLICY - SUPPLIERS

We act as a controller for the information you provide to us. This document details how this information will be used.

Legal basis for processing data:

There are several lawful bases under which we can hold and process your data. Eastmount Building Services Ltd will hold and process your data:

- Processing is necessary for the performance of a contract with the data subject or to take steps to enter into a contract
- Processing is necessary for compliance with a legal obligation
- Necessary for the purposes of legitimate interests pursued by the controller or a third party, except where such interests are overridden by the interests, right or freedoms of the data subject

Information we collect about you:

Whilst you supply goods and/or services to us we may collect and hold relevant information needed for us to administer your account, pay your invoices and comply with any legislative requirements. It may be necessary to collect sensitive personal data and/or we may need information (including sensitive personal data) about members of your staff eg contact details in the case of an emergency)

We Collect this information:

Information is collected prior and/or during your contract with us during our meetings, telephone conversations, letters, and e-mails with you.

We store your personal data:

Eastmount Building Services Ltd use several data storage methods which include:

- Electronically on in house desktops and laptop computers and in Sage
- Manually in paper records
- In Cloud based systems including Microsoft email exchange servers on OneDrive (for Word, Excel, Email and PDF's)

Information held in Cloud is securely backed up and your data encrypted to protect your data from cyber-attacks and on line hackers and manual records are stored in secure locked offices.

How your information will be used and who might it be shared with:

Relevant information we collect will be:

- Used to pay your invoices
- Passed to our accountants for payment of invoices
- Used to contact you for the supply of goods/services or in the case of an emergency



We may share your data with other third parties in order to meet our legal or regulatory requirements. This includes statutory bodies and third parties who request information about you that they need to help prevent or detect crime and fraud or organisations who are responsible for tax or where we are required to give this information under an order of the court or legislation.

We keep your data for:

We will retain any information held in manual files and electronically for six years in line with accounting requirements unless we are required to retain this information for legal reasons. We will not retain information for longer than is necessary.

Your personal data is processed by us by our staff in the UK. However, for the purposes of IT hosting and maintenance this information may be located on servers within the European Economic Area.

Your rights of access:

Under the GDPR you have a right to obtain a copy of the personal information that we hold about you free of charge. If you believe that any information held is incorrect or incomplete, you should contact us (see contact details below). Any information that is found to be incorrect or incomplete will be amended promptly.

Erasure Rights:

You have the right to request the deletion or removal of your personal data if you feel there is no compelling reason for its continued processing.

Your right to object:

Under the GDPR you have the right to object to us processing personal data based on grounds relating to your particular situation. If you object to us processing your personal data we will stop unless there are compelling legitimate grounds for the processing which override your interests, rights and freedoms or, the processing is for the establishment, exercise or defence of a legal claim.

Your Right to Data Portability

You have the right to request us to transmit your data directly to another organisation which we will undertake if this is technically feasible. We will respond to your request within one month and if we are unable to action a request we will explain why.

Your Right to Complain:

You have a right to complain to the Information Commissioners Office if you feel there is a problem with the way Eastmount Building Services Ltd is handling your data. Please contact <https://ico.org.uk/concerns/handling/>

Marketing

Eastmount Building Services Ltd take your privacy seriously and will only use your personal information to administer your employment with us.



**EASTMOUNT**
BUILDING & SHOPFITTING SERVICES
Complete Shopfitting & Building Services
VAT REGISTRATION No. 889 5949 26



We will not use your information or share your information with any other company for marketing purposes without your prior consent.

Contact Details

If you need any further information or need to contact us please write, telephone or email us at:

Eastmount Building Services Ltd
Unit 4
656 Chester Road
Erdington
Birmingham
B23 5TE

Telephone – 0121 377 6578
E-Mail – jacki@eastmount.co.uk