



Box Construction Limited
18 Castle Lane
Melbourne
Derbyshire
DE73 8JB
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Fax: 01332 862546

Data Protection Policy – Box Construction Ltd

GENERAL DATA PROTECTION P REGULATIONS (GDPR) & DATA PROTECTION ACT 2018 (DPA)

For the purposes of our trading relationship with your organisation we hold the following information.

Company Name
Company Address & Delivery Addresses
Contact Telephone Numbers/Fax Numbers & Email Addresses
Employee Names
Bank Details
Trading History

We will keep your data secure and only store it for as long as necessary for the purposes of our current trading activities with your organisation. Once the data is no longer required we will destroy it securely.

The data is gathered for prior activities and ongoing business, received verbally, in writing or electronically. The data is stored in paper and or digital format on our secured systems, within a secured office. The data will only be accessed by persons authorised to do so. We will hold the minimum amount of data required.

Our server is password protection and has internal firewalls. All data held will be for internal use only, and used for the purposes of our trading activities.

We will never give your data to third parties unless we are legally obliged to do so, or you request we do so. I.e credit checking companies, delivery services etc.

Any data passed onto these parties will be conducted within the GDPR guidelines and will only be data relevant to our trading activities.

If you do not give your consent to us holding and processing your data in this matter, please contact us immediately. If we do not hear from you we will assume you have given consent to submit data from yourself or any of your employees whose personal data you submit to us.

Please note you can withdraw your consent to either or both of the users of your data at any time. If you elect to do so, please inform us in writing either by email or post, marked for the attention of Claudine Watkins, to our head office address.

We request that should you have any objection you take note and request that you do not give consent to Box Construction Ltd in writing, for us to fully comply with GDPR Act 2018

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Chris Hill
Director