

GDPR Privacy Statement

we would like to reassure you of our commitment to maintain the highest standards regarding your privacy.

On the 25th May 2018, the EU General Data Protection Regulations (the GDPR) were introduced for all businesses with offices, employees, customers and/or suppliers in the EU.

What data do we collect?

The type of information we collect includes:

- Information you supply about yourself and your business for accounting purposes, VAT Registration number, name, address.
- Information you may supply to us when placing an order so that we may fulfil this order.

Why do we collect and hold this data?:

- For accounting and contact purposes

How do we maintain this data and keep it safe

Your personal information is very important to us and we protect it as if it was our own.

To prevent unauthorised access, maintain data accuracy, and ensure the correct use of information, we have put in place appropriate physical and electronic procedures to safeguard and secure the information we collect. Access to the information you have provided will be limited to authorised employees as required for the purposes noted in previous sections of this Privacy Notice, as well as IT security and maintenance.

We strive to keep the information we hold about you as accurate and up to date as possible.

Will it be shared with third parties?

No

How long will we store your data for?

If we have collected data in relation to an order, then we will store the relevant data as part of our business records for the required period of time prescribed by law.

What rights do you have regarding the data we hold?

You have the right to request and see what information we have stored about you.

You also have the right to request that we delete any personal data we hold that is not related to a business transaction or we are required to hold for legal reasons.

Should you wish to do either of the above then please email your request to: info@blacksheepict.co.uk

What can you do if your data is incorrect, wish to change it, or think it is not being used properly?

You can correct factual errors in your personal information that we hold by sending an email that credibly shows there is an error in our records to: info@blacksheepict.co.uk

Please note that to protect your privacy and security, we may take reasonable steps to verify your identity before making corrections.

If you think your personal information is not being properly used by us then please send an email to: info@blacksheepict.co.uk setting out your concerns. This matter will be reviewed by us with 5 working days of receipt.

Our review of this Privacy notice

We keep this Privacy Notice and related privacy policies under regular review.

Last reviewed July 2018