

SANDWELL DRAINAGE CO

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DOMESTIC & INDUSTRIAL DRAINAGE CONSULTANTS

GENERAL DATA PROTECTION REGULATION (GDPR 2016) PRIVACY/DATA PROTECTION POLICY

SANDWELL DRAINAGE Co PRIVACY POLICY IN BRIEF:

- We have created this privacy statement in order to demonstrate our company commitment to customer and supplier privacy and data protection.
- We only use the information that we collect about you ourselves.
- We keep paper invoices, supplier invoices, business cards, quotations, diary entries (inc names, addresses, telephone numbers (landline and mobile) plus email addresses where applicable. They are kept secure for a period of 6 years for tax reasons. After 6 years they are destroyed appropriately.
- We do not disclose any information we hold to any third parties.
- Any information that you provide us with, whether it business or personal information, (name, address, phone (landline/mobile) and email addresses cannot and will not be seen by third parties.
- No customers information is kept on our website.

HOW WE USE YOUR PERSONAL INFORMATION:

- To provide information or services that you have requested.
- To contact you

SANDWELL DRAINAGE Co
21/05/18