

# Devizes Steel Supplies Ltd

## Privacy Policy

### Protecting your personal data

This privacy notice explains how we collect, process and use personal data about you in accordance with the General Data Protection Regulation (GDPR), the data protection act 2018 and General Data Protection Regulation 2016/679.

### About us

Devizes Steel Supplies Ltd is a data controller. This means we are responsible for deciding how we collect, handle, process, store and use personal data about you.

### What is personal data

Personal data is any information that identifies a person from the data held or other information that we have legal access to.

### How we collect personal data

All personal data that we collect will be in accordance with the following:

- Consent from the individual.
- Your request for other services
- Where it is necessary because of legal obligation
- Contact by email, telephone, post or social media
- From third parties i.e. credit checking, gas agency

### What do we use personal data for

We use personal data to:

- Process our contractual obligations to individuals and businesses for goods and services requested or provided
- To verify identity i.e. where a contractual relationship is proposed or exists
- For credit purposes where there may be a commercial risk to our business
- To provide you with information about our products and services

### Protecting your personal data

- Personal data is stored in a secure location
- Irrelevant information destroyed securely
- Not collecting excessive amounts of data

### Data security

We have put in place commercially reasonable and appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal data to those employees, agents, contractors and other third parties who have a business need to know. They will only process your personal data on our instructions and they are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

### Who has access to personal data held

Product and service providers i.e. direct deliveries on behalf of ourselves

Credit reference agencies

IT and cloud services, administration services and banking services

All of our third-party services providers are required to take commercially reasonable and appropriate security measures to protect personal data. Third party services providers are only permitted to process personal data for a specified purpose

### Further use of personal data

If we need to use your personal data for any other reason not covered by this data protection notice we will provide a new notice explaining this new use and seek prior consent

### How long is personal data held

We keep your personal data no longer than is necessary

We may keep it for longer if we have a statutory or regulatory obligation to ensure that our business is properly run in an efficient and compliant manner

### Your rights in connection with personal data

Unless subject to exception under GDPR you have the following rights in respect of your personal data

- Access - Request a copy of your personal data held by us
- Correction - Request that we correct your personal data if found to be incorrect
- Erasure - Request erasure of your personal data. This enables you to ask us to delete or remove personal data where there is no good reason for us to continue to process it
- Portability - To transmit data held directly to another data contractor

If you wish to exercise any of your rights please see contact detail below

Post - Devizes Steel Supplies Ltd  
The Old Sawmills  
Sells Green  
Seend  
Melksham  
Wiltshire  
SN12 6RW

Telephone - 01380 827155

Email - [devizessteel@btconnect.com](mailto:devizessteel@btconnect.com)

You also have the right to make a complaint to the information commissioner's office (ICO)

Post - Information Commissioner's Office  
Wycliffe House  
Water lane  
Wilmslow  
Cheshire  
SK9 5AF

Telephone - 0303 123 1113 (local rate) or 01625 545745

Website - <https://ico.org.uk/concerns>