

Privacy Notice

Degema Trade Windows Ltd
Unit 1 Mulberry Rd.
Canvey Island
Essex
SS8 0PR

01268 514900

info@degema.co.uk

Privacy Notice

Scope

All data subjects whose personal data is collected, in line with the requirements of GDPR.

Responsibilities

The Data Protection Officer (DPO) is responsible for ensuring that this notice is made available to data subjects prior to Degema Trade Windows Ltd collecting/processing their personal data

Privacy Notice

Who are we- Degema Trade Windows Ltd is a fabricator, supplier and installer of uPVC windows, doors and conservatories to the trade and public.

Our Data Protection Officer (DPO) can be contacted at info@degema.co.uk or at the above address.

Customers

The personal data we would like to collect from you is:

- Company Name (if applicable)
- Name
- Address
- Telephone number
- Email address

The personal information collected is to allow us to run our business so we are able contact you with regards to quotations, orders, collections, deliveries and invoicing.

Employees

The personal data we would like to collect from you is:

- Name, address, telephone number and email address
- We also require some personal information to be able to employ you safely
- Third party contact name and telephone number in case of emergencies
- To enable payroll to be processed personal tax information will be required which will be supplied to our third party payroll company (Brian Nuttgens Accountants Ltd)
- To enable staff to be paid, personal bank details will be required which will be supplied to our bank (Barclays)

Consent

By consenting to this privacy notice you are giving us permission to process your personal data specifically for the purposes identified.

Consent is required for Degema Trade Windows Ltd to process both types of personal data, but it must be explicitly given.

You may withdraw your consent at any time inline with Consent procedure (9-Consent procedure). However please note that with out consent to process your data we will be unable to continue your custom.

Disclosure

Degema Trade Windows Ltd will not pass on your personal data to third parties without first obtaining your consent.

Retention Period

Degema Trade Window Ltd will process personal data as per '5-Rention of Records'

Your rights as a data subject

At any point while we are in procession of or processing your data you, the data subject have the following rights:

- Right of access – you have a right to request a copy of the information we hold about you.
- Right of rectification – you have the right to correct data that we hold about you that is inaccurate or incomplete
- Right to be forgotten – in certain circumstances you can ask for the data we hold about you to be erased from our records.
- Right of restriction of processing – where certain conditions apply to have a right to restrict the processing.
- Right of portability – you have the right to have the data we hold about you transferred to another organization.