

Presspahn Limited Privacy Policy

Our contact details

Name: Matthew Pinder
Address: Wharnccliffe Works, Harrogate Road, Bradford, BD2 3TB
Phone Number: 01274 636333
E-mail: sales@presspahn.com

The type of personal information we collect

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, name and contact details)
- CCTV footage for the purpose of crime preventions and H&S compliance
- Personal information to comply with our legal duties.
- Employees, workers and contractors can find further information in the document "GDPR Privacy notice for employees, workers and contractors (UK)."

How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- From information provide as part of Sales order processing, i.e. sale of goods or services
- CCTV footage for the purpose of crime preventions and H&S compliance
- For the purpose of providing employment or applications for employment.

We use the information that you have given us in order to:

- Supply goods as part of our Sales process
- CCTV footage for the purpose of crime preventions and H&S compliance
- To fulfil our legal duties as an employer

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

(a) Your consent. You are able to remove your consent at any time. You can do this by contacting Matthew Pinder

(b) We have a contractual obligation.

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(c) We have a legal obligation.

(d) We have a legitimate interest.

How we store your personal information

Your information is securely stored.

We keep personal name & address from sales orders indefinitely so we can provide traceability of supplied products.

We keep CCTV footage for up to 3 years, unless required to retain as part of a legal obligation. We will then dispose your information by digital deletion or overwriting of storage.

We keep employee records for 10 years, unless required to retain as part of a legal obligation. We will then dispose your information by digital deletion or secure document shredding.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

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Please contact us at GDPR Request, GDPR@presspahn.com, 01274 636333, Presspahn Limited, Wharnccliffe Works, Harrogate Road, Bradford, BD2 3TB if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at GDPR Request, Matthew Pinder, 01274 636333, Presspahn Limited, Wharnccliffe Works, Harrogate Road, Bradford, BD2 3TB, sales@presspahn.com.

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>

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