



PRIVACY POLICY

Overview

Champion Supplies Ltd is committed to data protection and data privacy. With the General Data Protection Regulation (GDPR) becoming enforceable from 25 May 2018, we have undertaken a GDPR readiness programme to review our entire business, the way we handle data and the way in which we use it to provide our services and manage business operations. We hold personal data on all our customers to meet legal obligations and to perform vital functions. This notice details the personal data we may retain, process and share with third parties relating to your account with us and vital business operations. We are committed to ensuring that your information is secure, accurate and relevant. To prevent unauthorised access or disclosure, we have implemented suitable physical, electronic and managerial procedures to safeguard and secure personal data we hold.

Introduction

We have issued this notice to describe how we handle personal information that we hold about our customers. We respect the privacy rights of individuals and are committed to handling personal information responsibly and in accordance with applicable law. This notice sets out the personal data that we collect and process about you, the purposes of the processing and the rights that you have in connection with it. If you are in any doubt regarding this notice, please contact ella@bedelectrical.co.uk or 01536 21 22 23.

Types of personal data we collect

Whilst holding an account with us, or when making an application for one, we may process personal data about you and other individuals whose personal data has been provided to us. The types of personal information we may process include, but are not limited to:

Identification data – such as your name, gender, date of birth.

Contact details – such as home and business address, telephone numbers, email addresses, emergency contact details.

Financial information – such as banking details.

Sensitive personal data ('special categories of personal data' under the General Data Protection Regulation) includes any information that reveals your racial or ethnic origin, religious, political or philosophical beliefs, genetic data, biometric data for the purposes of unique identification, trade union membership, or information about your health/sex life. Generally, we try not to collect or process any sensitive personal information about you, unless authorised by law or where necessary to comply with applicable laws.

Purposes for processing personal data

Account Application

If you are applying for an account with us then we collect and use this personal data for legal purposes. This includes assessing your credit status and verifying your information, carrying out bankers, credit or trade reference checks (where necessary) and to generally manage the account process and communicate with you about it.

If you are accepted for an account with us, the data collected during the application process will form part of your ongoing account.

Data

Accounts

We collect and process personal data relating to our account customers to comply with our legal obligations. We take the security of your data seriously and are committed to being transparent about how we collect and use that data and to meeting our data protection obligations. We have policies and controls in place to prevent that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed without authorisation and only accessed or used for specific legal purposes.

You have some obligations when opening your account to provide our organisation with data.

Legitimate business purposes

The IT Department will record and monitor usage of all our IT equipment, user activity, voice traffic, email and internet usage as deemed necessary. The IT Department will observe the strictest confidentiality when undertaking these activities. They will make their report directly to Ella Russell who will determine the actions that may need to be taken in any particular case. Our site is protected by CCTV systems throughout the premises as deemed necessary. Any information obtained from systems will be used with strict adherence to the GDPR. Information will be used for the prevention and detection of crime and to ensure compliance with our policies and procedures and our legal obligations.

Marketing

We may with your permission send you promotional emails about our offers, products and other company updates.

Legal purposes

We may also use your personal data where we consider it necessary for complying with laws and regulations, to do checks such as bankers reference, trade reference and credit reference.

Legal basis for processing personal data

Our legal basis for collecting and using the personal data described above will depend on the personal data concerned and the way we collect it. We will normally collect personal data from you only where we need it to process and complete an account application (i.e. to do checks such as bankers, trade and credit references) where we have your freely given consent to do so, or where the processing is in our legitimate interests and only where this interest is not overridden by your own interests or fundamental rights and freedoms. In some cases, we may also have a legal obligation to collect personal information from you or may otherwise need the personal information to protect your vital interests or those of another person. Any processing based on consent will be made clear to you at the time of collection or use.

Who we share your personal data with

We take care to allow access to personal data only to those who require such access to perform their tasks and duties, and to third parties who have a legitimate purpose for accessing it. Whenever we permit a third party to access personal information, we will implement appropriate measures to ensure the data is used in a manner consistent with this notice and that the security and confidentiality of the data is maintained.

Transfers to third-party service providers

In addition, we make certain personal data available to third parties who provide services to us. We do so on a "need to know basis" and in accordance with applicable data protection and data privacy laws. For example, some personal data will be available to our solicitors.

Data retention

Personal data will be stored in accordance with applicable laws and kept for as long as needed to carry out the purposes described in this notice or as otherwise required by law. Generally, this means your personal information will be retained until the end of your account holding or account application, plus a reasonable period of time thereafter to respond to enquiries or to deal with any legal or financial matters.

Your rights

You may exercise the rights available to you under data protection law as follows:

The right to be informed.

The right of access.

The right to rectification.

The right to erasure.

The right to restrict processing.

The right to data portability.

The right to object.

Rights in relation to automated decision making and profiling.

We respond to all requests we receive from individuals wishing to exercise their data protection rights in accordance with applicable data protection laws. You can read more about these rights at: <https://ico.org.uk/for-the-public/is-my-information-being-handled-correctly/>

To exercise any of these rights, please contact Ella Russell (Managing Director) ella@championworkwear.co.uk

Issues and complaints

We try to meet the highest standards when collecting and using personal information. For this reason, we take any complaints we receive about this very seriously. We encourage people to bring it to our attention if they think that our collection or use of information is unfair, misleading or inappropriate. We would also welcome any suggestions for improving our procedures.

This notice was drafted with clarity in mind. It does not provide exhaustive detail of all aspects of our collection and use of personal information. However, we are happy to provide any additional information or explanation needed.

If you want to make a complaint about the way we have processed your personal information, you can contact the Information Commissioner's Office in their capacity as the statutory body which oversees data protection law – www.ico.org.uk/concerns.

Updates to this notice

This notice may be updated periodically to reflect any necessary changes in our privacy practices. In such cases, we will inform you by email. We encourage you to check this notice periodically to be aware of the most recent version.

Contact details

Please address any questions or requests relating to this notice to Ella Russell (Managing Director) ella@championworkwear.co.uk