



Call +44 (0)1273 564019 Email enquiries@burtonsheet.co.uk

GDPR Privacy Statement

This privacy policy sets out how **Burton Sheet Metal Limited** uses and protects any information that you give us when you use this website.

All information relates to events that occur on our website and not any third party websites which we may offer in the form of external links. **Burton Sheet Metal Limited** is not responsible for the Privacy Policy and General Data Protection Regulation (GDPR) statements of third party entities or websites and it is recommended that you should assess these entities or websites before providing any personal information.

1.0 Privacy Policy & GDPR

Our privacy policy follows the legal guidelines of the GDPR which came into force on the 25th May 2018.

The regulation is a law on information and data protection and privacy for all individuals within the European Union and the United Kingdom. It also addresses the export of personal information and data outside the EU. The GDPR aims primarily to give control to citizens and residents over their personal data and to simplify the regulatory environment for international business by unifying the regulation within the EU and the United Kingdom. The GDPR replaces the 1985 Data Protection Directive and the Data Protection Act 1998.

All the information collected and stored will be utilised within the operational requirements of our business operations.

2.0 Your Rights

GDPR offers specific rights in relation to information and how it is utilised. We have appointed a Data Protection Officer (DPO) to process all requests relating to your rights. Our declaration on information we will collect is that it will be used in the normal course of business at our company to allow for the processing and fulfilment of your enquiry, order or contract, allowing us to deliver our project, services and products.

We will only collect basic personal information and data about you, such as your name, work address, email address and job title.

Your rights under GDPR are shown below;

1. You may request access to your personal information and data.
2. You may update or amend your own personal information and data to keep it accurate.
3. You may have personal information and data deleted or erased.
4. You may object to the processing of personal information and data.
5. You may request that your information and data be delivered to yourself and a third party.
6. You have a right to lodge a complaint with the Information Commissioner's Office.

3.0 Information & Data that we collect

In order to offer our projects, services and products we will need to know a level of personal data that may be processed as part of your role in your employment at a company or as a private individual in your dealings with our company. This information may include basic personal data such as;

1. Your name
2. Your work or home address
3. Your email address
4. Your telephone number
5. Your place of work
6. Your job title

4.0 Information & Data Use

Personal information and data we hold about you will be processed as part of our fulfilment of your enquiry, project, service or product provision.

Email communications will be undertaken as part of our business process to ensure that your enquiry, project, service and product is delivered to fulfilment and within the warranties of our terms and conditions.

All information provided is done so willingly as part of our business operations.

5.0 Information & Data Sharing

As a business, we work in partnership with third parties to ensure the operational effectiveness of processes and our general status to fulfil our day to day functions. Third parties include;

1. Our website hosting company(s).
2. Our email technology provider(s).
3. Our website analytics provider(s).
4. Our accountant company(s).
5. Our information technology support company(s).
6. Our website development and marketing company(s).
7. Our banking company(s).
8. Our logistics company(s).
9. Our agent(s), supplier(s) and contractor(s).

Your information will never be sold to third parties and we do not compile information and data for that purpose. Your information and data will not be provided to third parties that are not part of our business operations. We will process information on the basis of it being required to fulfil your enquiry or a contract with you.

All website visits are protected by the McAfee Secure protocol.

We will only share information and data with third parties as part of our normal business operations as outlined below;

1. If requested by you.
2. To fulfil your enquiry, project, service or product.
3. To appear on documentation relating to your enquiry, project, service or product as part of our business process.

6.0 Information and Data Collection

Your visit to this website is done so on a voluntary basis. All information and data collected on this website is done on a voluntary basis. All information and exchanges between you and our business is done so with consent. We will keep all information and data collected to a minimum and will not seek sensitive information through our website. Sensitive information is defined as being data relating to gender, occupation, location, ethnic origin, mental state, physical state, orientations including political, religious or other points of view. If you believe that your information and data is being utilised in a manner outside of our normal business operations, you should contact us using the details found on this website.

7.0 Information & Data Retention

Our business aims to keep information for a period of six years, unless you notify us that you no longer want your information stored with us. Measures are in place to protect information and data security including access controls, firewalls, anti-virus, anti-malware, and data breach protocols.

8.0 Third Party Links

We may offer links to third party websites that do not operate within our privacy policy. It is recommended that you review each third party website and related privacy policy before providing information and data.

External links to third party websites are maintained by third parties with whom we have no control over. We offer no guarantees in respect to accuracy, intent, information and date contained in third party websites.