

# R Whitehead Concrete Ltd Fair Processing Notice

## 25<sup>th</sup> May 2018 General Data Protection Regulation (GDPR)

When we refer to “we”, “us” and “our” in this notice it means R Whitehead Concrete Ltd.

When we say “you” and “your” in this notice, we mean anyone whose personal information we may collect, including:

- anyone seeking a quote from us or whose details are provided during the quotation process

### **1. How we use personal information**

We use personal information in the following ways:

- to provide quotes
- processing orders
- raising invoices/statements

### **2. The personal information we collect**

We collect the following types of personal information about you so we can complete the activities in section 1, “How we use personal information”:

- standard corporate details to do with your company or business such as: company name, registered office/correspondence addresses, registration and VAT numbers
- we also collect/process your company bank and payment details
- we store your company/staff contact telephone, mobile, email details and also those of your company contacts such as your subcontractors who we may deal with as part of the supply chain

### **3. Sharing personal information**

We may share your personal information with:

- our approved suppliers to help deal with quotes/orders/delivery of goods
- prospective buyers in the event we wish to sell all or part of our business

### **4. Transferring personal information outside the UK**

Some of our suppliers may have servers outside the EU. Our contracts with these suppliers require them to provide equivalent levels of protection for your personal information

### **5. How long we keep personal information**

We keep information only for as long as we need it to manage our business or as required by law or contract.

### **6. Know your rights**

You have the right to:

- object to us using your personal information. We will either agree to stop using it or explain why we are unable to (the right to object)
- ask for a copy of the personal information we hold about you, subject to certain exemptions (data subject access request)
- ask us to update or correct your personal information to ensure its accuracy (the right of rectification)
- ask us to delete your personal information from our records if it is no longer needed for the original purpose (the right to be forgotten)
- ask us to restrict the use of your personal information in certain circumstances (the right of restriction)
- ask for a copy of the personal information you provided to us, so you can use it for your own purposes (the right to data portability)
- complain if you feel your personal information has been mishandled. We encourage you to come to us in the first instance but you are entitled to complain directly to the Information Commissioner’s Office (ICO) at [www.ico.org.uk](http://www.ico.org.uk)
- ask us, at any time, to stop using your personal information, if using it based only on your consent (the right to withdraw your consent).

If you wish to exercise any of these rights you can do so by contacting our Managing Director:

Address: R Whitehead Concrete Ltd, Gin Close Way, Nr Awsworth, Nottingham NG16 2HH  
Email: [sales@rwhiteheadconcrete.co.uk](mailto:sales@rwhiteheadconcrete.co.uk)  
Phone: 0115 9303104