

Date: 21st of May 2018

Customer & Supplier Privacy Notice

Our Personal Data Protection Policy governs the use and storage of your data; a copy of our Personal Data Protection Policy is available upon request.

1. What data we need

Rowham Steel Products Ltd are holders of the personal data you as a customer or supplier have provided us. We collect & retain some, or all, of the following types of personal data from you:

- Name(s) of contact(s) within your organisation
- Email address(es)
- Phone Number(s) and/or Fax Number(s)
- Company Address
- Bank Details

2. Why we need it

We need your personal data in order to provide you with the following services:

- To facilitate the offering, sale and delivery of goods and services
- To facilitate the purchasing of goods and services and to settle accounts thus rendered

3. What we do with it

Your personal data is processed in our office located in Manchester, UK. Hosting and storage of your data takes place in the same place. In the processing of our accounts, our accountants have access to your data for the sole purpose of auditing our financial records. No other third-party providers have access to your data, unless specifically required by law (eg. HMRC).

4. How long we keep it

We keep data based on the lawful purpose of retention, at the time your data hits our retention policy we will remove all physical and digital copies of the data in line with our data destruction policy. Please see our data retention policy for more information on our personal data retention schedule.

5. What are your rights?

Should you believe that any personal data we hold on you is incorrect or incomplete, you have the ability to request to see this information, rectify it or have it deleted. To facilitate this, please contact the directors via email:

trevor@rowhamsteel.co.uk or accounts@rowhamsteel.co.uk

In the event that you wish to complain about how we have handled your personal data, please contact the directors via email as above, or write to:

Rowham Steel Products Ltd
Lyons Road
Trafford Park
Manchester
M17 1RN

Rowham Steel Products Ltd will investigate your complaint and work with you to resolve the matter. If you still feel that your personal data has not been handled appropriately according to the law, you may contact the Information Commissioners Office and file a complaint with them.

Decoiling, Shearing & Slitting

Director (Mg): T.Mizon, Director (Fin): H.Spooner
Company Registered in England No. 1426207