



McKenzie-Martin Ltd

Ventilators - Louvres - Rooflights

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Data Protection – Legal Requirement

In order to comply with the incoming General Data Protection Regulations (GDPR) which come into force on 25th May 2018 we need to let you know what data we collect and how it is handled / processed once we have it.

In order to provide our services we need to collect:

- Company names
- Company addresses
- Individual employee names
- Contact Phone/Fax Numbers
- Email addresses
- Credit Checks (When orders are placed)
- Client Customer details (for delivery/contract purposes)

We gather this data from incoming enquiries, verbally, from search engines and from 3rd party credit check companies. This data is processed onto our systems and periodically backed up to 3rd party remote servers. Your information will only be used for processing of quotations/contracts and, very rarely, for marketing purposes. We will not transmit your information to other parties unless it is required to fulfil your request for a quotation or to complete an order. All data disclosures will be relevant only to the requirements of the contract/quotation. We will never sell your information to 3rd parties.

On completion of quotations/contracts we will hold the digital and physical files on record. These files are held in secure servers and file rooms on and off site.

In the course of processing orders we may be required to send data to 3rd parties. These include but are not limited to online payment services such as PayPal, our business control software provider and online credit check companies. Any information passed to these parties will be handled as per the guidelines of the GDPR and will, again, be relevant only to the requirements of providing our services.

If you have any queries or issues with the above please feel free to contact us at sales@mckenziemartin.co.uk

Kind Regards

Chris Flanagan

Technical Services Director