

PRIVACY STATEMENT

Soils and Stone is committed to protecting your data in accordance with the new General Data Protection Regulations (GDPR) which will legally take effect on 25th May, 2018.

Our Commitment To Privacy

The purpose of this statement is to demonstrate our commitment to privacy and to provide clear guidance on how we gather and process information and the choices you can make about the way your information is collected and used.

The Policy will cover the following:

- The information we collect
- How we collect information
- The way we use information
- Data protection and security
- Retention
- Contact for legitimate interests
- Your rights under GDPR
- Complaints procedure

Soils and Stone use your information so that we may provide you with updates relating to our products and services as well as latest offer and news. The data we collect ensures that we are able to process transactions and conduct business.

The Information We Collect:

The types of information we collect are:

- Full name
- Company name
- Company trading address
- Company contacts – sales and accounting
- Company communication details – email, telephone, fax and mobile number
- Communication relating to quotations, purchase order, delivery details and marketing
- Purchasing/invoicing information held with our Quickbooks accounting system

How We Collect This Information:

Information collected will normally be by email, telephone, fax, credit application or via our website data capture process and will have been obtained from you in order to provide our goods and services. You are under no obligation to provide this but as a result we may not

be able to provide you with certain goods or service offerings.

The Way We Use Information:

We use the information you provide only to interact with you. We will never sell, share or disclose this with external companies except for the following:

- To processing card/bank payments
- Where unpaid invoices may be referred to our debt collection agency and their Solicitors
- Gathering credit information via our credit insurers
- Contacting suppliers
- Where required to by law

Our Commitment To Data Security

To prevent unauthorized access, maintain data accuracy, and ensure the correct use of information, we have put in place appropriate physical, electronic, and managerial procedures to safeguard and secure the information we collect.

Your information is held on computer devices that are password protected and can only be access by employees of Soils and Stone who require this information for legitimate business reasons. All hard copy information is retained in secure cabinets or offices.

Data Retention

Soils and Stone retain your personal and company information for the purposes of continuity of business relating to the provision of products and services and to provide general communications with you on a regular basis. If you wish to remove this information you can do so by completing a data protect consent form available from

Soils and Stone Limited, Unit 9 Canbury Business Park, Elm Crescent, Kingston upon Thames, Surrey KT2 6HJ 020 8546 3860

Your information will be retained until you request that we specifically remove your details or is as required by law.

Contact for Legitimate Interests

Under the new GDPR law, there are a number of lawful reasons that your data can be used. This is called 'legitimate interests' and is defined as 'appropriate where you use people's data in ways they would reasonably expect and which have a minimal privacy impact, or where there is a compelling justification for the processing.'

We will process the personal information you have supplied to us to conduct and manage our business to enable us to give you with the most appropriate marketing, services and products and provide the best and most secure experience. However, before doing so we will carefully consider and balance any potential impact on you and your rights.

Your rights and interests under GDPR

- 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.

Process to raise a query

If for any reasons your information is incomplete or inaccurate please contact :

Soils and Stone Limited, Unit 9 Canbury Business Park, Elm Crescent, Kingston upon Thames, Surrey KT2 6HJ 020 8546 3860 or sales@soilsandstone.co.uk

Remember, you can change the way you hear from us or withdraw your permission for us to process your personal details at any time by using our Data Protection Consent Form.

For more information of GDPR and your rights visit <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/>

Last amended: May 2018