



PRIVACY POLICY

Your data privacy is important to us and at Goldwing Cable Ltd, (Unit 8A Ellough Industrial Estate, Beccles, Suffolk, NR34 7TD), we are committed to respecting and protecting your privacy. We only collect basic personal data about you which does not include any special types of information or location-based information.

What personal data do we collect from you?

- **Information given to us by you** by corresponding with us by telephone, email or any other means which may include your name, address, email address, phone number etc. This also includes any information given by filling in forms from our website.
- **Information received from other sources.** We use credit checking agencies who may collect certain credit information about you.

Why do we collect this data?

We only use this data because it is in our legitimate business interests to do so:

- to supply quotations and products and enter into a contract with you
- to make deliveries
- to communicate any issues with you
- to process payments using financial data
- to supply information to you concerning products/services

How long do we keep your personal data?

We are required under UK tax law to keep your basic personal data (name, address, contact details) for a minimum of 6 years after which time it will be destroyed. Your information we use for marketing purposes will be kept with us until you notify us that you no longer wish to receive this information.

Do we share any personal data?

The information you supply us with is only shared within our business to enable trading with you. Your personal data is never sold or passed on to a third party without your permission.

How and where do we store your personal data?

We will only store or transfer your personal data in the UK

What are your rights?

Should, at any point, you believe the information we process on you is incorrect you can request to see this information and even have it corrected or deleted. Should you wish to raise a complaint on how we have handled your personal data, you can contact our Data Protection Officer, Jane Milne, (tel: 01502 713161 or e-mail jane@goldwingcable.com) who will investigate the matter.

If you are not satisfied with our response or believe we are processing your personal data not in accordance with the law you can complain to the Information Commissioner's Office (ICO).

Should you not wish us to use your personal data for marketing purposes you have the right to opt out by Emailing sales@goldwingcable.com at any time.

Changes to this Privacy Policy

We may change this Privacy Policy from time to time. Any changes will be made available on our website or upon request.