

## **BWT South East Ltd – Privacy Policy 23/05/2018**

### **Collecting personal information**

The personal data we have collected from you, including:

Any purchases you make of our products/services including equipment, in addition to your company name, address, telephone number, email address and bank details if applicable.

### **How long is it held?**

We will retain your personal information for a few purposes, as necessary to allow us to carry out our business with you. Your information will be kept for up to 7 years on our main systems after which time it will be archived or deleted. Regarding guarantees for work undertaken your details will be kept for the duration of the agreed length of guarantees. NB. We will not use your information for marketing purposes or social media unless agreed by yourselves in advance.

### **Using personal information**

We may use this information to send statements, invoices and payment reminders to you, and to collect payments from you.

We may use this information to contact you regarding service contracts and warranty agreements.

### **Disclosing personal information**

We may disclose your personal information to any of our employees, insurers, suppliers or subcontractors if we perceive it as necessary for the purposes set out in this policy.

### **Security of personal information**

We will take every possible precaution to prevent the loss or misuse of your personal information.

We will store all the personal information you provide on our secure computer system and any paper copies will be secure in lockable filing systems.