

KD Tank Supplies Limited Privacy Notice

Company Number 04397183. ICO notification number ZA 398 599. Registered Office: Smithfield's Yard, Ogbourne St George, Marlborough, and Wiltshire, SN8 1SX.

Introduction

This notice sets out the basis upon which any personal information we collect from you, or that you provide to us will be processed by us. Please read the following carefully to understand our views and practices regarding your personal information and how we treat it.

The Data protection principles

When processing your information we will comply with the following principles.

Your information will be:

- processed lawfully, fairly and in a transparent manner,
- processed for specified, explicit and legitimate purposes,
- adequate, relevant and limited to what is necessary,
- accurate and kept up-to-date,
- kept for no longer than is necessary, and
- processed in a manner than ensures appropriate security.

For the definition of terms used within this Privacy Notice refer to the [ICO website \(https://ico.org.uk/\)](https://ico.org.uk/).

Personal data and why we hold it?

Your name, address and contact information, provided by you, will be used to respond to your enquiry, requests for further information, and to communicate with you during the provision of our services to you. The lawful basis for this processing is "Legitimate Interest" and "Performance of a contract".

Whom do we share it with?

K D Tank Supplies Ltd will provide you with details of the subcontractors that will be involved as part of the agreement with you regarding the provision of any of our services.

All other third parties we use - including those who provide email and storage solutions used in our day to day work – are selected for, and monitored on, how they meet the requirements of current UK data protection legislation and the requirements of GDPR.

No information is stored or processed outside of the European Economic Area (EEA). Should this change we will include checks to ensure that compliance with the appropriate frameworks for exchange of personal data (such as the EU-US Privacy Shield) is in place.

We do not share nor sell your personal data to anyone else.

Third Party Websites

Our website may contain links to other third party websites, plug ins and applications. Clicking on those links or enabling those connections may allow third parties to collect or share data about you. We are not responsible for the privacy policies of third party websites.

Cookies

We don't use cookies which capture any personal data on our website.

How long do we store your personal data for?

Whenever we collect or process your personal data, we'll only keep it for as long as it is necessary for the purpose for which it was collected (as set out above) or as required by law.

For our customers:

- We are required by law to keep accounts records, which includes your information for the current financial year plus an additional six years. This is under the lawful basis of "legal obligation".
- There is also a need to keep the records for a minimum of 10 years for the manufacturer's warranty purposes. This is part of our Service to you and so is under the lawful basis "Performance of a contract".

We store your information securely to prevent unauthorised use.

How to contact us and advise of changes?

If you have any questions about this privacy policy or our treatment of your personal data, please write to us by email to info@kdtanksupplies.co.uk or by post to KD Tank Supplies Ltd Smithfield's yard, Ogbourne St George, Marlborough SN8 1SX.

You also have the right to make a complaint to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues, at any time. The ICO's contact details are as follows:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Changes to our privacy notice.

Any changes we make to this privacy notice in the future will be by posting a new version on our website. You should check this page occasionally to ensure you are happy with any changes. If there are any major changes we may also notify you of changes to our privacy notice by email.

Last updated; May 2018