

BUSINESS PRODUCTS

Your company details, representatives emails and GDPR

Your data is of paramount importance to us, the way in which we store, access and use your data is highlighted in this document. We ensure at each stage that your data is kept safe and only used for legitimate business purposes. These details are only ever used to contact your company with regard to the normal daily business associated with providing a service to yourselves.

Said details are held on our system to allow us to.

- *Provide service and supplies, fulfil orders and administer sales and service requests.
- *Provide you with up to date billing and accounting details.
- * To comply with HMRC regulations in holding customer details on invoices and accounts.
- *Requests for information relating to ongoing service contracts such as meter readings etc.
- *Inform you of any relevant new products or services.

You can request to revoke consent to store your data, contact information or market to you at any time. All requests must be sent via email to our data protection manager Glen Turner at glenturner@business-products.co.uk. Any request from a client to remove / delete data will be honoured ASAP and we will comply with GDPR regulations where that is concerned.

Please also be aware that in order to comply with HMRC regulations we are required to keep company records for six years, these records are stored securely at our office.

Should you require any further information on this matter please do not hesitate to contact us.