

Privacy Notice

Cheshire Warehousing Ltd is committed to complying with the General Data Protection Regulation and the Data Protection Act 2018. Looking after the personal information you share with us is very important, and we want you to be confident that your personal data is kept safely and securely and to understand how we use it.

This policy sets out the basis by which we collect, use and disclose the personal data of our Employees, as well as your rights in respect of such Personal Data.

What data do we collect?

- Name
- Email address
- Business address
- Contact telephone numbers

Where do we store the data?

Your personal data is kept on file stored electronically within our email server account.

How do we protect the documents and data that we have?

The email server account is backed up to a cloud based storage service that meets GDPR obligations with respect to processing of EU personal data. Please be aware that your information may be transmitted and stored on servers outside of the European Economic Area. All reasonable steps have been taken to ensure that personal data that is transferred outside of the EEA adheres to the EU-US Privacy Shield.

How long do we plan to keep the data for?

Your information will be kept on the server for as long as is necessary. This is in order to maintain contact with Customers whilst we are contracted to look after your products.

- You have the option to exercise your right to have the information erased (where it applies).

Do we have a function / reason for every piece of data we collect?

We hold your information for;

- Continuity of Business
- Emergency Contacts
- General day to day communication with Customers

We only hold the information that we require to facilitate the fulfilment of our contract with you, or because we believe we have a legitimate interest to process your data for business purposes. This information will not be passed on to or shared with any other third party unless required for the fulfilment of our contract with you.

What is the process for removal from our records?

Under article 17 of the GDPR individuals have the right to have their personal data erased. This is also known as the “right to be forgotten”. This right is not absolute and only applies in certain circumstances. Further information is available from the Information commissioner’s office. www.ico.org.uk

An individual can make a request for erasure either verbally or in writing. Both verbal and written requests need to be given to Mr Simon Lomas (MD). The request will be acted upon without undue delay and at the latest within one month of receipt.

If it is deemed that the information is no longer necessary for the purpose for which it was originally intended for, then the personal information will be erased from our systems and the individual will be notified of this accordingly.

Changes to the Privacy Notice.

We reserve the right to modify this Privacy Policy at any time. If we decide to change our Privacy Policy, we will post those changes to this Privacy Policy and any other places we deem appropriate, so that you are aware of what information we collect, how we use it, and under what circumstances, if any, we disclose it. If we make material changes to this Privacy Policy, we will notify you by means of a notice on our home page, at least thirty (30) days prior to the implementation of the changes.

Contact Details.

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