

Privacy Notice

Introduction

This document refers to personal data, which is defined as information concerning any living person (a natural person who hereafter will be called the Data Subject) that is not already in the public domain.

The General Data Protection Regulation (GDPR) seeks to protect and enhance the rights of data subjects. These rights cover the safeguarding of personal data, protection against the unlawful processing of personal data and the unrestricted movement of personal data within the EU. It should be noted that GDPR does not apply to information already in the public domain.

S J Donnelly Ltd is pleased to provide the following Privacy Notice:

Personal Data

S J Donnelly Ltd uses the information collected from you to provide quotations, make telephone contact and to email contact regarding enquiries to the company. We do not send random marketing emails to personal email addresses.

Personal information may be collected by individuals filling in forms on our website or by corresponding with us by phone, e-mail or otherwise. The type of information we may

collect includes:

- Name
- address
- phone number
- email address

The information we hold will be accurate and up to date. If any inaccuracies are found, these will be deleted or corrected promptly. We only process personal data for core business purposes such as, staff administration and accounting. We will never pass your data onto any third party for marketing requirements. The personal information which we hold will be held securely in accordance with our internal security policy and the law.

Retention Policy

S J Donnelly Ltd will process personal data during the duration of any contract and will continue to store only the personal data needed for five years after the contract has expired to meet any legal obligations. After six years any personal data not needed will be deleted.

Data storage

Data is held in United Kingdom using different (multiple) servers. S J Donnelly Ltd does not store personal data outside the EEA.

Your rights as a data subject

At any point whilst S J Donnelly Ltd is in possession of or processing your personal data, all data subjects have the following rights:

- **Right of access** – you have the right to request a copy of the information that we hold about you.
- **Right of rectification** – you have a right to correct data that we hold about you that is inaccurate or incomplete.
- **Right to be forgotten** – in certain circumstances you can ask for the data we hold about you to be erased from our records.
- **Right to restriction of processing** – where certain conditions apply you have a right to restrict the processing.
- **Right of portability** – you have the right to have the data we hold about you transferred to another organisation.
- **Right to object** – you have the right to object to certain types of processing such as direct marketing.
- **Right to object to automated processing, including profiling** – you also have the right not to be subject to the legal effects of automated processing or profiling.

In the event that S J Donnelly Ltd refuses your request under rights of access, we will provide you with a reason as to why, which you have the right to legally challenge.

S J Donnelly Ltd at your request can confirm what information it holds about you and how it is processed

You can request the following information:

Any person whose details are held upon our data files may request a full overview of exactly what information is held by emailing us at Office@sjdonnellyltd.co.uk

Removal of data held

Any individual may request removal of the held data at any time or amendments to the data should they wish by emailing us office@sjdonnellyltd.co.uk

Complaints

If you wish to make a complaint about how your personal data is being processed by S J Donnelly Ltd please contact the following

Laura Brennan -Data Manager

Telephone 01788812757 or email office@sjdonnellyltd.co.uk