
Privacy Notice

The General Data Protection Regulation (GPDR) lay down certain rules in relation to the way personal data is collected ,stored and disposed of.

We are committed to upholding the Data Protection Principals in the interests of protecting personal Data from being collected or processed inappropriately and this document explains how we use any personal data we collect about you ,or others whose information is provided to us , as well as your rights in relation to this data .

We are considered to be a 'data controller' for some data, this being the person who either jointly or alone determines the purpose for which personal data can be processed. This is most likely to occur when obtaining , storing and processing data regarding the administration of our client and supplier accounts.

The type of information we collect

Company details

Employee details

Contact details

What we do with the information we collect

We use this information for the purposes listed below;

To comply with our legal obligations

To identify and communicate with you

For accounting purposes.

Whitehead & Whitehead ltd takes care to allow access to personal information only to those who requires such access to perform their tasks and duties. We do not use any third parties to process data.therefore the data is only held on our systems.

Retention of your information

We only retain your personal information for as long as is necessary for us to continue providing a service to you, to use your company as a supplier or customer or to use your personal information to comply with our legal obligations.

Data Storage

Data is stored in a range of different places, including our data base ,email ,accounts, credit referencing ,and paper files. We have internal policies and controls in place to try and ensure that your data is not lost, accidentally destroyed, misused or disclosed and all personal data ,in whatever format ,is disposed of securely and confidentially.

We will endeavour to retain personal data for as longer as necessary for the purposes for which it is processed. This will be for time periods either recommended or statutory requirements.

Consent

In agreeing to this privacy notice you consent to us processing your personal data for the purposes outlined. You can withdraw consent at any time by contacting us.

Kind Regards

Whitehead & Whitehead.

Sallyanne Whitehead.