

GENERAL DATA PROTECTION REGULATION (GDPR) POLICY

On 25th May 2018, a privacy law known as the General Data Protection Regulation (GDPR) will go into effect.

These new regulations apply to all companies processing and holding the personal data of people residing in the EU.

CP Nitro Ltd is totally committed to the privacy of our customers and suppliers.

WHAT DATA DO WE HOLD?

We may hold the following data;

- Contact Names
- Trading Addresses
- Telephone Numbers (both Landline and/or Mobile)
- Debit/Credit Card details – if you have paid by card
- Bank Details – if you pay by Standing Order
- Email Addresses

WHY DO WE COLLECT/KEEP YOUR DATA?

The data we hold is used in order to produce the following documents relevant to your business trading with us, namely;

- Invoices
- Statements
- Quotes
- Card/Payment Receipts
- Current Payment Information
- Any other information relevant to you and your business

WE NEVER PASS ON ANY OF THIS INFORMATION TO THIRD PARTY COMPANIES FOR MARKETING PURPOSES

HOW DO WE COLLECT/KEEP YOUR DATA?

We collect your data when we initially set up your account, by asking you to fill in a Customer Supply Contract (New Account Form) and a Standing Order Mandate; if applicable. We may ask you from time to time to update any old data say; change of mobile phone number etc. This may be a request in an email or by telephone when we call you for your order each fortnight.

Our secure server keeps hold of this information until it is not required by us anymore. We may also keep paper copies of information (e.g. Credit/Debit Card Payment Receipts) in a locked room within our locked Offices.

HOW LONG DO WE KEEP YOUR DATA?

Your details are kept on our records for as long as you have an account with us. Following HMRC guidelines, when an account is closed we have to keep this information on our Accounting Database and/or archive files for 7 years.

WHAT ARE YOUR RIGHTS OVER YOUR PERSONAL DATA?

You have the right to request;

- Access to the personal data we hold about you
- The correction of your personal data when incorrect or incomplete
- Removal of any personal data you feel is not relevant to trading with us

You can contact us to request to exercise these rights at any time. To protect the confidentiality of your information, we will ask you to verify your identity before proceeding with any request you make under this privacy notice. If you have authorised a third party to submit a request on your behalf, we will ask them to prove they have your permission to act.

WHAT DO YOU NEED TO DO NOW?

If you continue to use to 'Contact Us' or 'Fault Reporting' forms on our website, we will assume you understand your Privacy Rights about GDPR and DO consent that CP Nitro can hold your personal data on their Office Databases for our mutual trading purposes

Thank you for your co-operation, we look forward to continuing to serve your gas and soft drinks dispense needs in the future.

And don't worry, if you change your mind later on you can amend your preferences or opt out at any time by just emailing or calling us.

Kind Regards,

Tamara Hayden

Operations Director
CP Nitro Limited

