SOMERTON PAPER SERVICE

Data Protection Policy

The purpose of this notice

Throughout Somerton Paper Service years of operation, we have developed relationships with our customers based on respect and integrity. We are aware of the trust and confidence you demonstrate when you contact and provide us with personal information. This privacy notice demonstrates our commitment to protect your information and describes how we collect and use the personal data about you in accordance with the General Data Protection Regulation (GDPR).

What personal data we need

The data we need includes: your name and job title, contact information such as email address, phone number and address, your company name, account numbers and financial information (e.g. payment information such as BACS/debit/credit card/Cheque). We do not require any 'special category data'

How we collect personal data and the use of it

Personal data may be collected by us when you establish an account with us, place an order, or communicate with us either through our website, by telephone, email, mail. We may also collect personal information through face to face meetings. This is used so we can process orders and banking purposes. We will also keep it to comply with our legal duties.

We would also like to use your name and email address/address to inform you of our future offers and similar products. This information is not shared with third parties and you can unsubscribe at any time via phone 01983 293104 or e-mail sue@smithbridge.demon.co.uk

Where we keep personal data

Here at Somerton Paper Service We are committed to protecting the security of your personal information. Personal data is stored on a locked computer with limited access with in a double locked office. We also back our systems up to Google drive.

Reviewing Data

If you would like to change/amend/remove any of the data we hold on you or amend any of your current contact methods, please advise us at your earliest convince. We will provide to you in writing the information we hold with in 28 days of the request.