

Dear Customer

## **GDPR – General Data Protection Regulation 2018 – Privacy notice for David Marks Carpets**

David Marks Carpets are committed to protecting the privacy and security of all personal information in order to comply with the new GDPR which came into force on the 25<sup>th</sup> May 2018.

The safeguarding of any personal information is taken very seriously and there are processes to ensure that your data is stored securely. Both manual information and any information we keep on electronic records is kept safe.

The personal information we keep is mainly your contact information which could include data such as your name, address, contact preferences, the company you work for along with any email addresses etc.

### **Why do you need to keep my information on record?**

We store this information to allow us to provide our services and manage any future communication between us regarding both our service to you as a customer and our products. We also hold your bank details (if you have provided them) for ease of payment.

We will only ever use this information for the purpose it was originally supplied. Business activities such as sending invoices, payments, enquires and general communication. We will not share any of your information with any third party.

### **Can I have a copy of the information you hold?**

You are entitled to see what information we hold. If you would like to know what information we currently hold please send your written request via post or email and we'd be happy to carry out your wishes.

### **Can I change my information?**

Most of our customers are already set up to receive statements and invoices either by email or post. If you would like to change your current method or would like any information removed it is your right to do so and we would be happy to facilitate this with a request in writing. Please send any requests to our address or email us.

## **Personal Date Breaches**

David Marks Carpets will not share and personal date with any third party organisation unless we are required to by law under lawful data processing.

Processes are in place to ensure any data breaches are detected immediately, reported and dealt with immediately.

All personnel at David Marks Carpets have been informed about the importance of processing personal data and any data protection procedures.

If you have any further queries please do not hesitate to contact the office for assistance.

We look forward to continuing to provide the same excellent service to you in the future.

David Marks Carpets, Taunton