

# BROWNS FASTENERS LTD



Cert No. RS426  
Established 1953  
Reg No. 521228

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## Privacy and Personal Data Policy

Browns Fasteners and its staff are committed to protecting the privacy of their **'Business Partners'** when processing personal data. From May 2018, the EU General Data Protection Regulation ('GDPR') will set the new legal standards for data protection with the EU.

**'Business Partners'** refers to any individual or company with whom Browns Fasteners does business, including, without limitation, representatives and employees of customers, suppliers, service providers and competitors (both past and present). The purpose of this policy is to inform you, as a Business Partner about the processing of personal data by Browns Fasteners.

It is important to note we are processing data in the same way as we have previous and at present, no action needs to be taken.

## Responsibilities and Contact Info

The Controller of your personal data is:

Browns Fasteners Limited  
PO Box 13  
Morley  
West Yorkshire  
LS27 9RE  
UNITED KINGDOM

Email: [sales@brownsfasteners.co.uk](mailto:sales@brownsfasteners.co.uk)  
Tel: +44 0113 2522185

## We may collect and hold the following information

- name and job title
- contact information including email address
- demographic information such as postcode
- information relating to previous business correspondence
- business and contract documentation

## **What we do with the information we gather**

We process your personal data as it is necessary for us to enter in to a legitimate business relationship with you such as the processing of purchase orders, deliveries and payments. We also require it to deal with requests for quotations, to establish business relationships and improve our services and products. We may transmit your data within the company for internal administration purposes.

## **Who has access to your personal data**

Only authorised members of Browns Fasteners staff with the relevant responsibilities will have access to your personal data. We may allow third parties who provide specific services to us (under our control and discretion) such as auditors, accountants access to this information in order to provide their services.

## **Security**

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we hold.

We do not share details with any other third parties.

Data is held by us for a minimum of seven years in accordance with our ISO 9001 manual.

## **Your Rights**

In accordance with the GDPR legislation, individuals have the right to review the personal data we store, including the right to rectify it if necessary and/or erase this information.

If you believe that any information we are holding on you is incorrect or incomplete, please contact us as soon as possible. We will promptly correct any information found to be incorrect.

Should you have any further concerns or questions, please feel free to contact us.