



DATA PRIVACY NOTICE

For the purposes of the General Data Protection Regulation ("GDPR") and UK data protection laws, the controller is C. Wood & Son (Luton) Ltd of Newbury House, 1 London Road, Luton, Bedfordshire, LU1 3UE. Telephone: 01582 722119 Email: info@cwoodandson.co.uk

1. Your personal data - what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

2. Who are we?

C. Wood & Son (Luton) Ltd is the data controller (contact details above). This means we decide how your personal data is processed and for what purposes.

3. How do we process your personal data?

C. Wood & Son (Luton) Ltd complies with its obligations under the "GDPR" by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

Personal data provided to us will be used for the purposes set out at the time of collection and, where relevant, in accordance with any preferences you express.

More generally we use your personal data for the following purposes: -

- Fulfillment of orders for our services;
- Storing your details on our software platform (Sage Accounts) we use for our client database;
- Providing estimates and raising invoices for our services;
- Administration for your account;
- To manage our employees financially;
- To maintain our own accounts and records;

4. What is the legal basis for processing your personal data?

- To ensure we have supplier and client invoicing for HMRC VAT purposes;
- Processing is necessary for carrying out obligations under employment law, Department for Work and Pensions, HMRC;

5. Sharing your personal data

We do not sell or share your personal data for other organisations. Your personal data will be treated as strictly confidential. We will never share your data with third parties.



6. How long do we keep your personal data?

We keep your personal data only for as long as necessary for each purpose we use it. For most clients and suppliers this means we retain it for so long as you are a client/supplier and for a period of six years after your last interaction with us (for accounting, tax recording and record keeping purposes).

At the end of this time, records are destroyed by deletion or shredding.

7. Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

- The right to request access to your personal data which C. Wood & Son (Luton) Ltd holds about you (commonly known as a “data subject access request”). This enables you to receive a copy of the personal data we hold about you and to check that we are lawfully processing it.
- The right to request that C. Wood & Son (Luton) Ltd corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for C. Wood & Son (Luton) Ltd to retain such data;
- The right to withdraw your consent to the processing at any time
- The right to request that the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability),
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data,
- The right to lodge a complaint with the Information Commissioners Office.

8. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

9. Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact the Director – Matt Castleman

By Email: matt@cwoodandson.co.uk

By Telephone: 01582 722119

By Post: Newbury House, 1 London Road, Luton, Bedfordshire, LU1 3UE

If you are not satisfied with how we are processing your personal data, you can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.



For and on behalf of C. Wood & Son (Luton) Ltd

Signed:

Matt Castleman

Director

Dated: 31st March 2023

Review Date: 31st March 2024