

## **Steward Safety Supplies - Privacy Policy**

1. This privacy policy applies to Steward Safety Supplies Ltd and also our website at [www.stewardsafetysupplies.co.uk](http://www.stewardsafetysupplies.co.uk). We at Steward Safety Supplies Ltd take your privacy seriously. This policy covers the collection, processing and other use of personal data under the Data Protection Act 1998 ("DPA") and the General Data Protection Regulations ("GDPR").
2. For the purpose of the DPA and GDPR we are the data controller and any enquiry regarding the collection or processing of your data should be addressed to Gary Steward at our address Steward Safety Supplies Ltd, Steward House, The Drift Industrial Estate, Fakenham, Norfolk, NR21 8EF.
3. By using the Website you consent to this policy. We are registered with the Information Commissioner's Office for this purpose.

### **Information we collect**

4. Steward Safety Supplies Ltd collects data so that we may operate effectively and fulfil any products or service that you might request from us. All of the data provided is done so by you directly such as when you request an account to be opened.
5. The information Steward Safety Supplies Ltd holds and why are detailed below:
  - Company Name (Supplied by you, for trading purposes)
  - Address (Supplied by you, for trading purposes such as delivery or annual service)
  - Company Contacts (Supplied by you, for trading purposes such as response to orders/queries)
  - Email Address (Supplied by you, for correspondence to orders/queries)
  - VAT Number (Supplied by you, for trading purposes)
  - Bank Details (Supplied by you, for trading purposes)
  - Registered Company Number (Supplied by you, for trading purposes)
6. We also use analytical and statistical tools that monitor details of your visits to our website and the resources that you access, including, but not limited to, traffic data, location data, weblogs and other communication data (but this data will not identify you personally).
7. Payment data provided to us is not stored or processed by us, but by our third-party payment processors, Global Payments who specialise in the secure processing of credit/debit card transactions.

## **Use of your information**

8. We may hold and process personal data that you provide to us in accordance with the DPA and GDPR. We will hold your data for no longer than is necessary for the purposes for which the personal data are processed. In some instances the law sets the length of time information has to be kept (such as accounting records for HMRC), but in most cases we will use our discretion to ensure that we do not keep records outside of our normal business requirements, i.e. for providing a service to you and for as long as the individual can be considered a customer (i.e. while there is a significant probability of a further purchase being made by the customer based on normal purchasing patterns). Your information will be disposed of in a secure manner when it is no longer needed.
9. The information that we collect and store relating to you is primarily used to enable us to provide our services to you, and to meet our contractual commitments to you. In addition, we may use the information for the following purposes:
  - 9.1 To notify you about any changes to our website, such as improvements or service/product changes, that may affect our service;
  - 9.2 If you are an existing customer, we may contact you with information about goods and services similar to those that were the subject of a previous sale to you;
  - 9.3 Where you have consented to receive such information, to provide information on other parties' products or services that we feel may be of interest to you;
  - 9.4 Where you have consented to receive our e-newsletters, from time to time to provide that to you.

## **Disclosure of your information**

10. We may disclose your information to regulatory bodies to enable us to comply with the law and to assist fraud protection and minimise credit risk.
11. Where you have consented for us to do so, we may provide your data to selected third parties who may contact you about their goods or services that you may be interested in.
12. If you do not want us to use your data for our [or third parties'] use, you will have the opportunity to withhold your consent to this when you provide your details to us on the form on which we collect your data, or you can do so by writing to us at the address detailed in clause 2, or sending us an email to [accounts@stewardsafetysupplies.co.uk](mailto:accounts@stewardsafetysupplies.co.uk) at any time.

13. Please be advised that we do not reveal information about identifiable individuals to our advertisers but we may, on occasion, provide them with aggregate statistical information about our visitors.

### **Controlling the use of your data**

14. If you have given us consent to use your data for a particular purpose you can revoke or vary that consent at any time. If you do not want us to use your data or want to vary the consent that you have provided you can write to us at the address detailed in clause 2 or email us at [accounts@stewardsafetysupplies.co.uk](mailto:accounts@stewardsafetysupplies.co.uk) at any time.

### **Where we store and transfer your data**

15. We are committed to protect the security and confidentiality of your personal data. Personal data is stored either on our computer software Sage or on the computer hard drive both of which are password protected. Any paper copies are stored in lockable filing cabinets.
16. We do not use or disclose sensitive personal data, such as race, religion, or political affiliations, without your explicit consent.
17. We may disclose your personal data outside of our group: (a) in the event that we sell or buy any business or assets, in which case we may disclose your personal data to the prospective seller or buyer of such business or assets; and (b) if Steward Safety Supplies Ltd business is bought by a third party, in which case personal data held by it about its customers will be one of the assets to transfer to the buyer. However any such transfer will only be on terms that the confidentiality of your personal data is protected and that the terms of this privacy policy will continue to be complied with by the recipient.
18. Otherwise, we will process, disclose or share your personal data only if required to do so by law or in the good faith belief that such action is necessary to comply with legal requirements or legal process served on us or the website.
19. You have the right to opt out of our processing your personal data for marketing purposes by contacting us at [accounts@stewardsafetysupplies.co.uk](mailto:accounts@stewardsafetysupplies.co.uk)

### **Security**

20. The transmission of information via the Internet or email is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of data while you are transmitting it to our site; any such transmission is at your own risk. Once we have received your personal data, we will use strict procedures and security features to try to prevent unauthorised access.

### **Third party links**

21. You might find links to third party websites on our website. These websites should have their own privacy policies, which you should check. We do not accept any responsibility or liability for their policies whatsoever as we have no control over them.

### **Use of cookies**

22. Our Website uses cookies. We use cookies to gather information about your computer for our services and to provide statistical information regarding the use of our Website. Such information will not identify you personally - it is statistical data about our visitors and their use of our Website. This statistical data does not identify any personal details whatsoever. We may also gather information about your general Internet use by using a cookie file. Where used, these cookies are downloaded to your computer automatically. This cookie file is stored on the hard drive of your computer, as cookies contain information that is transferred to your computer's hard drive. They help us to improve our Website and the service that we provide to you. All computers have the ability to decline cookies. This can be done by activating the setting on your browser which enables you to decline the cookies. Please note that should you choose to decline cookies, you may be unable to access particular parts of our Website. Where we work with advertisers on our Website, our advertisers may also use cookies, over which we have no control. Such cookies (if used) would be downloaded once you click on advertisements on our Website.

To view our full cookie policy, please follow the links available in our page footers.

### **Your rights**

23. The DPA and GDPR give you the right to access information held about you by us. Please write to us or contact us by email if you wish to request confirmation of what personal information we hold relating to you. You can write to us at the address detailed in clause 2, above, or by email to [accounts@stewardsafetysupplies.co.uk](mailto:accounts@stewardsafetysupplies.co.uk). There is no charge for requesting that we provide you with details of the personal data that we hold. We will provide this information within one month of your requesting the data.
24. You have the right to change the permissions that you have given us in relation to how we may use your data. You also have the right to request that we cease using your data or that we delete all personal data records that we hold relating to you. You can exercise these rights at any time by writing to us at the address detailed in clause 2, above, or by email to [accounts@stewardsafetysupplies.co.uk](mailto:accounts@stewardsafetysupplies.co.uk)

### **Changes to this policy**

25. We may update these policies to reflect changes to the website and customer feedback. Please regularly review these policies to be informed of how we are protecting your personal data.

26. We welcome any queries, comments or requests you may have regarding this Privacy Policy. Please do not hesitate to contact us at Steward Safety Supplies Ltd, Steward House, The Drift Industrial Estate, Fakenham, Norfolk, NR21 8EF or [accounts@stewardsafetysupplies.co.uk](mailto:accounts@stewardsafetysupplies.co.uk).

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This Privacy Policy has been provided by the legal resource [www.legalo.co.uk](http://www.legalo.co.uk).