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## General Data Protection Regulation – Privacy Notice

KDH Projects Data Protection Officer – Sarah Rout [dataprotection@kdhprojects.co.uk](mailto:dataprotection@kdhprojects.co.uk)

KDH Projects have altered some procedures to ensure that we are complying to the new legislation GDPR which came into place on Friday 25<sup>th</sup> May 2018. Whilst this is a new law this is just an extension of existing best practice. We have always worked hard to ensure best practice when it comes to collecting, storing and processing your personal data and we will continue to do so.

We are legally obliged to inform our customers and suppliers of the personal data that we hold, why we hold it and how we will use it.

The information we hold is

- Company Name (supplied by you, for trading purposes)
- Address (supplied by you, for trading purposes and for invoices/remittances/marketing purposes)
- Company contacts (supplied by you, for responses to orders and queries)
- Phone numbers (supplied by you, to contact you regarding orders and queries)
- Email Addresses (supplied by you, to contact you regarding orders and queries and marketing)
- VAT number (supplied by you, for trading purposes)
- Bank details (supplied by you, for accounts payments)

KDH holds your information for the following purposes

- To administer and manage our relationship with you
- To process and create new jobs on different sites
- To deal with any queries we receive from you
- For the purpose of any corrective action
- To provide you with information of any changes to our business
- For the purpose of debt recovery in case of a non-payment

KDH Projects takes the security of your data seriously. We use appropriate technical and organisational measures to ensure that we meet the requirements of the National and European Union Laws. No unauthorized personnel have access to your information. The information you supply us is only shared within our business to enable efficient trading with your company. Your information is never sold or passed on to a third party.

KDH projects hold information within our SAGE accounts package with multi layered password security and within our Microsoft office 365 account also password protected. Invoices are locked away in archive and kept on site for 7 years



construction and maintenance



cooling and ventilation



flooring and drainage



electrical and mechanical



build and rent



We are required by UK Tax law to keep suppliers and customers data for a minimum of 6 years after final invoices. After this time all personal data will be destroyed either digital form (deleted) or paper form (shredded)

- You have the right to be informed in concise and plain language as to how we hold and process your data. Any changes to how we process this information will be communicated via our data protection policy.
- You have the right to ask us to update your personal information to ensure that this data is accurate
- You have the right to be removed in circumstances when the data is incorrect, no longer necessary or unlawfully obtained

In the event you wish to make a complaint about the way your data is being held or processed please contact our Data Protection Officer – Sarah Rout on – [dataprotection@kdhprojects.co.uk](mailto:dataprotection@kdhprojects.co.uk)

There is no need for you to take any action. If you are happy to agree to these procedures you don't need to do anything. If you no longer wish to receive news about our goods and services please contact us on [dataprotection@kdhprojects.co.uk](mailto:dataprotection@kdhprojects.co.uk) and we will add you to our suppression list and cease contact.

## GDPR POLICY STATEMENT

The Directors and Management of KDH Projects LTD are committed to compliance with all relevant EU and Member State Laws in respect of personal data, and the 'rights and freedoms' of individuals whom our company collects and processes in accordance with the General Data Protection Regulation (GDPR) Compliance with the GDPR is described by our policy. This policy applies to all employees of our company and outsourced suppliers. Any breach of the GDPR will be dealt with under our disciplinary policy.



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