



Clayton Contract Furnishings Privacy Policy

Our contact details

Name: Clayton Contract Furnishings

Address: Borough Works, Back Owen Street, Accrington, BB5 6AU

Phone Number: 01254 239908

E-mail: sales@claytonupholstery.co.uk

Privacy notice completed: 23rd August 2022

The type of personal information we collect

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, name, address and contact details)
- Customer financial information
- Email addresses
- Employee data
- CCTV footage onsite, internal and external



How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- You have contracted us to complete work for you
- and/or we have contracted you to complete work for us
- You are an employee of the company
- You have attended our site where the CCTV is recording

We also receive personal information indirectly, from the following sources in the following scenarios:

- Referrals from/to other companies

We use the information that you have given us in order to run the business.

We may share this information with other businesses where relevant and if deemed necessary.

Under the UK General Data Protection Regulation (UK GDPR 2018), the lawful bases we rely on for processing this information are:

(a) Your consent. You are able to remove your consent at any time. You can do this by contacting the company managing director

and

(f) We have a legitimate interest.

How we store your personal information

Your information is securely stored.

We keep customers information for 6yrs after the work has been completed. We keep employee details for 2yrs after they have left the company in line with retention period guidance. We will then dispose your information by shredding any paper files and removing online files and ensuring they have been deleted off backup server. CCTV records constantly and is automatically overwritten after 30 days, CCTV is used for crime prevention and is only reviewed when necessary.



Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at Borough Works, Back Owen Street, Accrington, BB5 6AU, 01254 239908 sales@claytonupholstery.co.ukn if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at Borough Works, Back Owen Street, Accrington, BB5 6AU, 01254 239908 sales@claytonupholstery.co.uk

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address: Information Commissioner's Office

Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>