

Date: Friday 11<sup>th</sup> February 2022

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## ***GDPR & PRIVACY POLICY***

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### 1. Definition of Personal Data

Personal Data means any data that relates to an identifiable person who can be directly/ indirectly identified from that data. In this case, it means personal data that you give to us via our site / applying for a position/activating your application. By providing your personal data, you agree that we can use your personal data in accordance with this policy. Please ensure you understand this policy in its entirety and take your time to read it.

#### Elmton Services Ltd

Our registered address is: Courtwood House, Silver Street Head, Sheffield, South Yorkshire. S1 2DD

Elmton Services Ltd is committed to your personal privacy, whilst we make every effort to protect your information and provide facilities to manage it we do not accept liability for the loss of this information. We will not sell your information to any third party and should they gain unauthorised access to the information you will be notified immediately.

You should not provide any information you are not comfortable providing.

### 2. Information That We Collect

Elmton Services Ltd processes your personal information to meet our legal, statutory and contractual obligations and to provide you with our products and services. We will never collect any unnecessary personal data from you and do not process your information in any way, other than as specified in this notice.

The personal data that we collect from is: -

- Name
- Date of Birth
- Home Address
- Personal Email
- Business Email
- Home Telephone Number



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- Mobile Telephone Number
- National Insurance Number
- Passport Number
- Driver's License Number
- Special Category Data (i.e. health/medical information, details about religion, sexuality)
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We collect information in the below ways: -

- online form
- website orders
- employment CV's
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### 3. How We Use Your Personal Data

Elmton Services Ltd takes your privacy very seriously and will never disclose, share or sell your data without your consent; unless required to do so by law. We only retain your data for as long as is necessary and for the purpose(s) specified in this notice. Where you have consented to us providing you with promotional offers and marketing, you are free to withdraw this consent at any time.

The purposes and reasons for processing your personal data are detailed below: -

- Example: We collect your personal data in the performance of a contract or to provide a service and to ensure that orders are completed and can be sent out to your preferred address
- Example: We collect and store your personal data as part of our legal obligation for business accounting and tax purposes
- Example: We have a legal obligation to share your personal data with [insert company name] who are a credit reference agency and provide us with financial background checks prior to you commencing employment with us
- Example: We will occasionally send you marketing information where we have assessed that it is beneficial to you as a customer and in our interests. Such information will be non-intrusive and is processed on the grounds of legitimate interests

### 4. Your Rights

You have the right to access any personal information that Elmton Services td processes about you and to request information about: -

- What personal data we hold about you
- The purposes of the processing
- The categories of personal data concerned



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- The recipients to whom the personal data has/will be disclosed
- How long we intend to store your personal data for
- If we did not collect the data directly from you, information about the source

If you believe that we hold any incomplete or inaccurate data about you, you have the right to ask us to correct and/or complete the information and we will strive to do so as quickly as possible; unless there is a valid reason for not doing so, at which point you will be notified.

You also have the right to request erasure of your personal data or to restrict processing (where applicable) in accordance with the data protection laws; as well as to object to any direct marketing from us. Where applicable, you have the right to data portability of your information and the right to be informed about any automated decision-making we may use.

If we receive a request from you to exercise any of the above rights, we may ask you to verify your identity before acting on the request; this is to ensure that your data is protected and kept secure.

#### 5. Cookie Notice

A 'cookie' is a small piece of data sent from a website and stored on the user's computer by the user's web browser while the user is browsing. When you visit a site that uses cookies for the first time, a cookie is downloaded onto your computer/mobile device so that the next time you visit that site, your device will remember useful information such as items added in the shopping cart, visited pages or logging in options.

Cookies are widely used in order to make websites work, or to work more efficiently, and our site relies on cookies to optimise user experience and for features and services to function properly.

Most web browsers allow some control to restrict or block cookies through the browser settings, however if you disable cookies you may find this affects your ability to use certain parts of our website or services. For more information about cookies visit <https://www.aboutcookies.org>

#### 6. How Long We Keep Your Data

Elmton Services Ltd only ever retains personal information for as long as is necessary and we have strict review and retention policies in place to meet these obligations. We are required under UK tax law to keep your basic personal data (name, address, contact details) for a minimum of 6 years after which time it will be destroyed. [insert any other retention period or criteria used to determine the period as relevant to your business type or sector].



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Where you have consented to us using your details for direct marketing, we will keep such data until you notify us otherwise and/or withdraw your consent.

## 7. Safeguarding Measures

Elmton Services Ltd takes your privacy seriously and takes every reasonable measure and precaution to protect and secure your personal data. We work hard to protect you and your information from unauthorised access, alteration, disclosure or destruction and have several layers of security measures in place, including: -

- restricted access
- I.T authentication
- Firewalls
- Anti-virus

## 8. Changes to this statement

Elmton Services Ltd will occasionally update this Privacy Policy to reflect company and customer feedback. Elmton Services Ltd encourages you to periodically review this statement to be informed of how we are protecting your information.

This policy was last updated in May, 2018.

## 9. Contact Information

If you have any questions, comments or concerns about our privacy practices or how we collect, handle or use your personal information please contact [info@elmtonservices.co.uk](mailto:info@elmtonservices.co.uk)

## Resources and Further Information

- Overview of the GDPR – General Data Protection Regulation
- Data Protection Act 1998
- Privacy and Electronic Communications Regulations 2003
- The Guide to the PECR 2003
- Twitter Privacy Policy
- Google Privacy Policy
- LinkedIn Privacy Policy





Elmton House  
207A City Road  
Sheffield  
S2 5HG  
Tel: 0114 278 8640  
E-Mail – [info@elmtonservices.co.uk](mailto:info@elmtonservices.co.uk)

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A handwritten signature in black ink, consisting of several overlapping, fluid strokes.

Mr T.Naylor

Director – Elmton Services

