

## **A R Signs Ltd : GDPR Privacy Policy**

In accordance with the General Data Protection Regulation (GDPR) which comes into effect on 25<sup>th</sup> May 2018, this document explains how A R Signs Ltd manages personal data relating to its clients.

For the purposes of GDPR and UK data protection laws the Data Controller is A R Signs Ltd, Units 16-17, Manvers Industrial Estate, High Hazles Road, Cotgrave, Notts. NG12 3GZ. Any enquiries may be addressed to [sales@arsigns.co.uk](mailto:sales@arsigns.co.uk).

There are six lawful bases for processing personal data, and the relevant basis for A R Signs Ltd and their customers is "Contract".

### **The information we use and where we get it from:**

- Customer contact information: We use names, company names, email, address(es), telephone number(s) and postal address(es). This is normally supplied by you, our customer, through email, website enquiry, telephone or face-to-face, but may also be taken by us from websites, public directories etc

### **How is data stored and shared?**

- Information is entered into Clarity, our business management system, and Xero, our financial accounting software.
- Access to personal data held on our systems is granted to employees of A R Signs (Processors), to enable them to carry out their work duties. Access to Clarity and Xero is username / password protected.

### **How is data used?**

- To process individual job contracts within A R Signs Ltd, as requested by our Customers.
- We only share your personal data with third parties when necessary to fulfil our contract with you (eg sub-contractors)
- We DO NOT do any form of mass mailings or mass marketing.

### **How long is data kept?**

- We enjoy long-term relationships with the majority of our Customers, and keep their contact information securely stored on our systems to facilitate long-term supply contracts, repeat business and future new jobs.

### **Your rights:**

Under certain circumstances, by law you have the right to:

- Request a copy of the personal data we hold about you and to check we are lawfully processing it.
- Request correction of the personal data we hold about you.
- Request erasure of the personal data we hold about you where there is no good reason for us to continue to process it.
- Object to processing of your personal data if you disagree that what we are doing is in legitimate interest.
- Request the restriction of processing of your personal data, for example if it is inaccurate or if you wish to amend your preferences or withdraw consent.
- Request the transfer of your data to another party.

Please note that the above rights are not absolute, and we may be entitled to refuse requests where exceptions apply.

## **Contact, queries and complaints**

If you have any queries about this privacy policy, or the personal data we hold and process, or you wish to exercise any of your legal rights please contact us at: [sales@arsigns.co.uk](mailto:sales@arsigns.co.uk)