



**W H Surface Preparation ( UK ) Ltd**

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## **GDPR (General Data Protection Regulations) Policy.**

### **Personal Data:**

#### **What we require**

We only collect basic personal information about you, this does not include any “special” types of information or “location” based information. However, this does include name, address, identity documents, email etc.

#### **Why we require it**

We need to know your basic personal information to enable us to administer your account and to provide our products and services such as hire, sales or repair which you have requested from us.

#### **What we do with it**

All the personal data we hold is used for the provision of our service to you as stated above. **WE DO NOT** share it with any third party except where legally bound or to counter criminality.

#### **How long we keep it**

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 (unless it is in continuous use). Your information that we use for our direct marketing

- Autoblast Machines
- Vacuums
- Floor Planers
- Floor Scarifiers
- Floor Saws
- Grinders
- Multi Floor Tile Strippers
- Product Mixers
- Diamond Products
- Tungsten Products
- Open Blast Equipment
- Hand Tools
- Dust Control Cows
- Concrete Finishing Equipment

purposes will be kept with us until you notify us that you no longer wish to receive this information.

We would, however, like to use your name and email address to inform you of our future offers and similar or new products. This information is not shared with third parties and you can unsubscribe at any time via phone or email. We do not use an automated phone or SMS based marketing.

### **What are your rights?**

If you have any concerns regarding the personal information we hold on being incorrect, you can make a request to see this information and even have it corrected or deleted. If you wish to raise a complaint on how we have handled your personal information, you can contact our Managing Director who will investigate the matter.

If you are not satisfied with our response or believe we are using your personal information not in accordance with GDPR you can report your concerns to the Information Commissioner's Office (ICO).

Nick Forbes

Managing Director

WH Surface Preparation UK Ltd.