

**MOSS METAL FINISHING LIMITED**  
**PRIVACY NOTICE**

Who we are

Moss Metal Finishing Limited (“we”/”us”/”our”) is registered with the Information Commissioners Office. Our registration number is ZA345686. Our registered office is at Units 9 & 14, Brow Mills Industrial Estate, Hipperholme, Halifax, West Yorkshire HX3 8EF..

The person responsible for data protection at Moss Metal Finishing Limited is Andrew Hopkins, who can be contacted at [andrew@moss-metal-finishing.co.uk](mailto:andrew@moss-metal-finishing.co.uk).

We are a data controller of the information we hold about you as a customer, or if you are a visitor to our website. We are required under data protection legislation to notify you of the information contained in this privacy notice.

Lawful basis for using your information

- (1) If you give us information for the purposes of a contract between us and you (or in anticipation of entering into a contract) we will use the information you give us solely for this purpose. The information is necessary for us to provide you with a quotation and / or to fulfil the contract. This includes your contact details, any credit application form, purchase order details and any variation to the order, and payment details.
- (2) If you are a visitor to our website, the cookies on our website automatically retain information about your visit. This is necessary in the legitimate interests of our business to monitor visitors to our website but also necessary in your legitimate interests to help assist you in using our website. Please refer to the Cookie Policy on our website for further information about this.
- (3) Our computer system automatically retains email addresses that have been used by our members of staff. This is necessary on a legitimate interest basis to facilitate our dealing with customers, potential customers, and others with whom we are in contact.

### Where we hold your information

We will only use the information you have given or that we have taken from you for the purpose it was obtained. Your information is retained electronically on our computer systems and in our computer files as well as in paper files at our premises.

We will not disclose your information to any one else nor transfer your data outside the European Union.

On occasion, we may be asked to assist third parties by giving information about a customer's credit record. We will only do so with your express consent and will explain to you if so who the information is going to be given to.

We have a legal obligation to keep your data relevant, accurate and up to date, and secure and we will endeavour to do so.

### How long we will keep your information

(1) Information you give to us for the purposes of a contract (or in anticipation of entering into a contract) will be retained indefinitely for our future reference purposes. However, we will destroy and delete any information relating to method of payment once payment has been processed and details of purchase orders, and any variations to them, six years after the contract has been completed.

(2) Information we take when you visit our website by the use of Cookies is retained indefinitely although we do review the same annually and any information which is no longer relevant for the purpose is deleted.

(3) Email addresses are retained indefinitely. However, if you wish us to delete your email address from our systems then we will do so upon request.

### Your rights

You are entitled to receive confirmation from us that we are processing your data, what that data is, and also to obtain copies of the data.

You are also entitled to ensure that your data is correct and ask for it to be rectified if it is not.

In addition, you have the right to object to our processing your data and ask that it be deleted. However, whether we agree to the deletion will depend upon the

circumstances and whether we consider it necessary to retain the data for the original purpose for which it was obtained in line with the lawful basis we have given for processing the data.

You also have the right to ask that we transfer data to a third party.

If you would like to exercise any of these rights then please email [andrew@moss-metal-finishing.co.uk](mailto:andrew@moss-metal-finishing.co.uk).

### Complaint

If you have any cause for complaint, or do not believe that we are processing your data in line with our obligations and this privacy notice, then you may contact the Information Commissioner's Office whose details can be found at [www.ico.org.uk](http://www.ico.org.uk) and / or seek legal advice.

Moss Metal Finishing Limited

14/05/2018