

## Privacy Notice

To Whom It May Concern

Due to the incoming General Data Protection Regulations which come in to force on the 25<sup>TH</sup> May 2018 we need to inform you of what data we collect and how the data is stored and handled. This will ensure that we are compliant with the new regulations.

In order to provide our services, we need to collect the following information:

- Company addresses
- Company names
- Contact Phone Numbers
- Individual Employee Names
- Contact Fax Numbers
- Email addresses
- Client customer details (for contact and delivery purposes)
- Credit check (once an order is placed)
- IP Addresses from use of Aberdeen Lifting Services Ltd

The data is gathered from incoming enquiries, search engines or verbally and we also use 3<sup>rd</sup> party credit check companies from time to time. This data is stored onto our systems and backed up periodically by 3<sup>rd</sup> party remote servers. We stress that your information will only be used for processing quotations and rarely for marketing purposes. We will not transmit your information to other parties, unless it is required to fulfil your request for a quotation, to complete an order, or we are legally obliged to do so, data disclosures will only be relevant to the requirement of the quotation.

**We will never sell your information to 3<sup>rd</sup> parties.**

On completion of any quotations we will hold the physical and digital files on record. The files are held in file rooms on site and in secure servers.

During processing orders, we may be required to send data to 3<sup>rd</sup> parties, these include but are not limited to:

- Credit check companies
- Courier/Transport services
- Business control software providers

Any information passed on to these parties will be conducted within the GDPR guidelines and will only be relevant to the requirements of providing our services.

Should you have any issues with the above information or queries regarding any of the above, please do not hesitate to contact us.