

CUSTOMER / SUPPLIER PRIVACY NOTICE

Background:

Langley Business Systems (Retail) Ltd understands that your privacy is important to you and that you care about how your personal data is used. We respect and value the privacy of all of our service suppliers and will only collect and use personal data in ways that are described here, and in a way that is consistent with our obligations and your rights under the law.

1. Information About Us

Langley Business Systems (Retail) Ltd, is a limited company registered in England (company number:3090463)

Registered address: Langley House, Brandon Way, West Bromwich, West Midlands, B70 8JN

2. What Does This Notice Cover?

This Privacy Information explains how we use your personal data: how it is collected, how it is held, and how it is processed. It also explains your rights under the law relating to your personal data.

3. What is Personal Data?

Personal data is defined by the General Data Protection Regulation (EU Regulation 2016/679) (the "GDPR") as 'any information relating to an identifiable person who can be directly or indirectly identified in particular by reference to an identifier'.

Personal data is, in simpler terms, any information about you that enables you to be identified. Personal data covers obvious information such as your name and contact details, but it also covers less obvious information such as identification numbers, electronic location data, and other online identifiers.

The personal data that we use is set out in Part 5, below.

4. What Are My Rights?

Under the GDPR, you have the following rights, which we will always work to uphold:

- a) The right to be informed about our collection and use of your personal data. This Privacy Notice should tell you everything you need to know, but you can always contact us to find out more or to ask any questions using the details in Part 11.
- b) The right to access the personal data we hold about you. Part 10 will tell you how to do this.
- c) The right to have your personal data rectified if any of your personal data held by us is inaccurate or incomplete. Please contact us using the details in Part 11 to find out more.
- d) The right to be forgotten, i.e. the right to ask us to delete or otherwise dispose of any of your personal data that we have. Please contact us using the details in Part 11 to find out more.

- e) The right to restrict (i.e. prevent) the processing of your personal data.
- f) The right to object to us using your personal data for a particular purpose or purposes.
- g) The right to data portability. This means that you can ask us for a copy of your personal data held by us to re-use with another service or business in many cases.
- h) Rights relating to automated decision-making and profiling. We do not use your personal data in this way.

For more information about our use of your personal data or exercising your rights as outlined above, please contact us using the details provided in Part 11.

Further information about your rights can also be obtained from the Information Commissioner's Office or your local Citizens Advice Bureau.

If you have any cause for complaint about our use of your personal data, please contact us using the details provided in Part 11 and we will do our best to solve the problem for you. If we are unable to help, you also have the right to lodge a complaint with the UK's supervisory authority, the Information Commissioner's Office.

5. **What Personal Data Do You Collect?**

We may collect some or all of the following personal data (this may vary according to your relationship with us):

- Name;
- Address;
- Email address;
- Telephone number;
- Contact details;
- Bank details;
- Payment details and the terms under which you supply goods and services to us;
- Qualifications necessary for you to be able to provide goods and services

6. **How Do You Use My Personal Data?**

Under the GDPR, we must always have a lawful basis for using personal data. This may be because the data is necessary for our performance of a contract with you, because you have consented to our use of your personal data, or because it is in our legitimate business interests to use it. Your personal data will be used for the following purposes:

- Managing and facilitating your supply of services to us,
- Assessing your suitability for, and the making of, recommendation to our customers in respect of services you may supply direct to them
- Paying you for services performed, where appropriate.
- Communicating with you. This may include responding to emails or calls from you and also contacting you regarding the services you provide to us or to our customers.

With your permission and/or where permitted by law, we may also use your personal data for marketing purposes, which may include contacting you by email and/or telephone and/or post with information and news. You will not be sent any unlawful marketing or spam. We will always work to fully protect your rights and comply with our obligations under the GDPR and the Privacy and Electronic Communications (EC Directive) Regulations 2003, and you will always have the opportunity to opt-out by following the link on our emails, by post or via our website.

7. How Long Will You Keep My Personal Data?

We will not keep your personal data for any longer than is necessary in light of the reasons for which it was first collected. Your personal data will therefore be kept for the following periods:

- 6 years following the end of our accounting year in which you cease to supply services to us (with the exception of bank details), and will be deleted within 6 months of the end of this period
- Your bank details, unless detailed on your invoices, will be retained for a maximum period of 6 months following the end of the month of formal cessation of any supply of services to us (unless any payment is due after that date in which case the details will be retained until final payment is made)
- Subject to the above, an annual review will be undertaken within 3 months of the end of the calendar year to identify and delete personal data held outside our accounting records where no services have been supplied in the last 2 years despite no formal cessation of services or approval having occurred.

8. How and Where Do You Store or Transfer My Personal Data?

We will only store your personal data in the UK. This means that it will be fully protected under the GDPR.

9. Do You Share My Personal Data?

We will not share any of your personal data with any third parties for any purposes subject to one important exception detailed below.

In some limited circumstances, we may be legally required to share certain personal data, which might include yours, if we are involved in legal proceedings or complying with legal obligations, a court order, or the instructions of a government authority.

10. How Can I Access My Personal Data?

If you want to know what personal data we have about you, you can ask us for details of that personal data and for a copy of it (where any such personal data is held). This is known as a “subject access request”.

All subject access requests should be made in writing and sent to the email or postal addresses shown in Part 11.

We will respond to your subject access request within not more than one month of receiving it. Normally, we aim to provide a complete response, including a copy of your personal data within that time. In some cases, however, particularly if your request is more complex, more time may be required up to a maximum of three

months from the date we receive your request. You will be kept fully informed of our progress.

11. **How Do I Contact You?**

To contact us about anything to do with your personal data and data protection, including to make a subject access request, please use the following details:

For the attention of the **Managing Director, Richard Cox**

Email address:

Telephone number: 0121 525 5566

Postal Address: Langley House, Brandon Way, West Bromwich, West Midlands, B70 8JN

In the event of the absence of the Managing Director, please contact **Company Director, Joanne Cox**

Email address: jo@langleycompassgroup.co.uk

Telephone number: 0121 525 5566

Postal Address: Langley House, Brandon Way, West Bromwich, West Midlands, B70 8JN

12. **Changes to this Privacy Notice**

We may change this Privacy Notice from time to time. This may be necessary, for example, if the law changes, or if we change our business in a way that affects personal data protection.

Any changes will be made available by the issue of a revised Privacy Notice to you by email or by post.