



DEREK MITCHELL
ELECTRICAL LTD

PRIVACY POLICY

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This policy applies to all personal data and sensitive personal data collected and processed by Derek Mitchell Electrical Ltd in the conduct of its business, in electronic format in any medium and within paper filing systems.

Derek Mitchell Electrical Ltd recognises The General Data Protection Regulation (GDPR) and is actively working toward compliance with that regulation.

HOW AND WHY WE PROCESS PERSONAL DATA

Personal data will be collected and processed only to the extent that it is needed to fulfil business needs or legal requirements. We will not collect excessive information which is not relevant to the purpose for which the information is being collected.

LEGAL BASIS FOR PROCESSING DATA

All processing of personal information for the purposes of running our operation are done so based on contractual necessity.

DATA SECURITY

Derek Mitchell Electrical Ltd will ensure all personal data will be password protected and any personal data sent by email will be encrypted.

DATA SHARING

Derek Mitchell Electrical Ltd will not share personal data in any format with a third-party organisation without a legitimate reason or legal obligation to do so.

None of your personal data will be used for any direct marketing or research purposes.

RETENTION OF DATA

Your data will be held for the duration of your contract with us or legal obligation to do so.

YOUR RIGHTS

Derek Mitchell Electrical Ltd will process your data in accordance with your rights, as given under GDPR. Should you wish to enact your rights, we will acknowledge receipt of your request within 3 working days, and will find a resolution to your request within 1 month.

RIGHT OF ACCESS

You have the right, subject to a number of exceptions, to access your personal data. No fee will be charged for this.

HEAD OFFICE

Unit 1 Heathhall Industrial Estate
Link Road Heathhall Dumfries DG1 3JW
T:(01387) 268868
F:(01556) 504411

BRANCH OFFICE

Unit 1 Station Yard
Castle Douglas DG7 1LA
T:(01556) 503150



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RIGHT TO ERASURE

You have the right to request the deletion or removal of your personal data, where there is no overriding reason for us to continue processing.

RIGHT TO RESTRICT PROCESSING

You have the right to suppress the processing of your personal data in certain circumstances. This means that we could hold data, but would be unable to use it for any purpose.

RIGHT TO DATA PORTABILITY

This is the right to obtain your personal data for your own purposes, in a commonly used electronic format, such as a csv file.

RIGHT TO OBJECT

You have the right to object to the processing of your information based on legitimate interest, unless there are compelling legitimate grounds for us to continue.

COMPLAINTS: Should you not be satisfied with how we have treated your information, please contact Derek Mitchell Electrical at the below address to find a resolution. Should you remain unsatisfied, you have the right to refer the matter on to the ICO.

Information Commissioner Office

Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

Tel: 01625 545745

Email: enquires@ico.gsi.gov.uk

CONTACT: Questions, comments and requests regarding this privacy policy are welcomed and should be address to:

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Heathhall Industrial Estate Link Road
Heathhall
Dumfries
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