Allglass (Anglia) Ltd.



General Data Protection Policy (GDPR)

1. **How to contact Allglass (Anglia) Ltd:**

Unit C1

Base Business Park

Rendlesham

Woodbridge

Suffolk

IP12 2TZ

info@allglass-anglia.co.uk

01394 420 600

If you have any questions about this privacy policy or our data collection practices, or would like to make a complaint, please contact us at the address, e-mail or telephone number listed above.

1. **How we may process the information we collect about you:**

Your personal data is collected with your consent, and on the basis of performing the contract with you related to the services or activities because you have asked us to take specific steps before entering into a contract in respect to these services and activities.

1. **Sharing your personal information:**

We do not sell or share any of your individually identifiable personal data to any third parties. We reserve the right to access and disclose individually identifiable information to enable us to comply with the applicable laws and lawful government requests to operate its systems and to protect itself or its users.

1. **How long we store personal data:**

We will keep hold of your data for no longer than necessary. The length of time that we retain data will depend on legal obligations (such as tax recording purposes), the nature of any contracts we have in existence with you, and our legitimate interests as a business. Data that is retained as a result of a transaction will be held for a period of six years following the end of the financial year during which your last transaction with us. It is our legal obligation to keep these records for tax purposes.

1. **Your rights as a data subject:**
* **The right to be informed**- we must inform you how we use your personal data, which we do through our privacy policy.
* **The right of access-** You have the right to access your personal data that we hold, which you can do via a Subject Access Request. We must respond to your request within one month. See point 1) of this document for our contact details.
* **The right to rectification-** You have the right to correct or amend the information you give us. See point 1) of this document for our contact details.
* **The right to erasure-** You have the right to request that your data be removed, and we will do this unless there is a compelling reason to keep it. See point 1) of this document for our contact details.
* **The right to restrict processing-** You have the right to change your preferences as to how we contact you. See point 1) of this document for our contact details.
* **The right to data portability-** You have the right to obtain and reuse your data for your own personal use across different companies. To request this please see point 1) of this document for our contact details.
* **The right to object-** You have the right to object to **a) direct marketing from Allglass (Anglia) Ltd or from third parties we have shared data with for direct marketing purposes**. This is not something we do at Allglass (Anglia) Ltd, and if this changes, this policy document will be updated accordingly. You have the right to object to **b) any processing where our lawful basis is legitimate interest.** If you would like to formally object to our legitimate interest processing, please see point 1) of this document for our contact details.
* **Rights in relation to automated decision making and profiling**. This is not something we do at Allglass (Anglia) Ltd, and if this changes, this policy document will be updated accordingly.