

## **Our contact details**

Paul Gardner

Unit 13 Eccleshall Park

Hawkins Lane Burton

Upon Trent DE14 1PT

Phone Number: 01283 777013

E-mail: [Paul@jpsrefrigeration.co.uk](mailto:Paul@jpsrefrigeration.co.uk)

## **The type of personal information we collect**

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, name and contact details)

## **How we get the personal information and why we have it**

Most of the personal information we process is provided to us directly by you for one of the following reasons:

To added to our Accounts system for quotations and Invoicing

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are: **[delete as appropriate]**

**(a) Your consent. You are able to remove your consent at any time. You can do this by contacting Paul Gardner**

**(b) We have a contractual obligation. (c) We have a legal obligation.**

**(d) We have a vital interest.**

**(e) We need it to perform a public task (f) We have a legitimate interest.**

## **How we store your personal information**

Your information is securely stored **Our Secure Cloud Server.**

We keep **Name and Address and Telephone Number** for **6 Years unless you are a regular customer.** We will then dispose your information by **[Secure waste shredding].**

## **Your data protection rights**

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

**Your right to object to processing** - You have the the right to object to the processing of your personal information in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at: **JPS**

**Refrigeration Ltd Unit 13**

**Eccleshall Park Hawkins**

**Lane**

**Burton upon Trent**

**DE14 1PT,**

**email [paul@jpsrefrigeration.co.uk](mailto:paul@jpsrefrigeration.co.uk)**

**or Tel 01283 777013**

if you wish to make a request.

Date: xx/xx/xxxx

## How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at:

JPS Refrigeration Ltd Unit

13 Eccleshall Park Hawkins

Lane

Burton upon Trent

DE14 1PT,

email [paul@jpsrefrigeration.co.uk](mailto:paul@jpsrefrigeration.co.uk) or

Tel 01283 777013

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire SK9

5AF

Helpline number: 0303 123 1113 ICO

website: <https://www.ico.org.uk>