



PRIVACY POLICY

INTRODUCTION

This privacy policy explains what we do with your personal data, whether it is providing you with a service, receiving a service from you or on visiting our website. It describes how we collect, use and process your personal data, and how in doing so we comply with our legal obligations to you. This Privacy Policy applies to the personal data of our clients, suppliers, staff, website users and other people whom we may contact. It also applies to the emergency contacts and references for our Staff.

WHAT KIND OF PERSONAL DATA DO WE COLLECT

Client Data – If you are an Andantex customer we need to collect and use information about you, or individuals at your organisation in the course of providing our services to you.

Supplier Data – We require a small amount of information from our suppliers to ensure that we can communicate with you and bank details are required so that we can pay for the services provided (if this is part of the contractual arrangements between us).

Website Users – by accessing and browsing on our website we do not require personal identifiable information.

Staff – personal data is collected as it is required to enable us to fulfil our contractual duties to HMRC. Basic contact details are required for references or because you have been listed as an emergency contact for one of our staff members.

HOW DO WE COLLECT YOUR PERSONAL DATA

Client Data:-

- Directly from you.
- From third parties.
- To the extent that you read or click on an email from us, we may also collect data automatically or through you providing it to us.

Supplier Data:-

- We collect your personal data during the course of us working with you.

People whose data we receive from staff, such as referees and emergency contacts:-

- We collect your contact details only where a member of our staff lists you as an emergency contact or for you to serve as a referee.

HOW DO WE USE YOUR PERSONAL DATA

Client Data – the main reason for using information about our clients is to ensure that the contractual arrangements between us can be properly implemented so that our relationship can run smoothly. The more information we have the more bespoke we can make our service to you. This personal identifiable information will only be used for the specific purpose it was collected for.

Supplier Data - the main reason for using information about our clients is to ensure that the contractual arrangements between us can be properly implemented so that our relationship can run smoothly. Also to comply with legal requirements.

People whose data we receive from staff, such as referees and emergency contacts: - we use the personal data of a staff member's emergency contact in the case of an accident or emergency affecting that member of staff.

Please note that communications to and from Andantex Ltd staff including emails may be reviewed as part of our internal or external investigations or litigation.

WHO DO WE SHARE YOUR PERSONAL DATA WITH

No personal data will be shared without prior consent with the individual concerned.

HOW DO WE SAFEGUARD YOUR PERSONAL DATA

We care about protecting your information we therefore have in place appropriate measures that are designed to prevent unauthorised access to, and misuse of your personal data. If you suspect any misuse or loss of or unauthorised access to your personal information please let us know immediately.

HOW LONG DO WE KEEP YOUR PERSONAL DATA FOR

Your data will not be retained for no longer than is necessary. We will only retain your Personal Data for as long as necessary to fulfil the purposes for which it was collected and processed, including for the purposes of satisfying legal, regulatory, accounting or reporting requirements.

HOW CAN YOU ACCESS, AMEND OR TAKE BACK THE PERSONAL DATA THAT YOU HAVE GIVEN US

If we hold your personal data you still have various rights in relation to this. We will seek to deal with your request without undue delay and in any event in accordance with the requirements of any applicable laws. Please note that we may keep a record of your communications to help us resolve any issues which you may raise.

Right to object; - If we are using your data and you do not agree you have the right to object. We will respond to your request within 30 days. Generally we will only disagree with you if certain limited conditions apply.

Right to withdraw consent: - Where we have obtained your consent to process your personal data for certain activities you may withdraw your consent at any time.

Data Subject Access Rights: - You may ask us to confirm what information we hold about you at any time and request us to modify, update or delete such information. We may ask you to verify your identity and for more information about your request. Where we are legally committed to hold the information in question we may refuse your request. If we refuse we will always tell you the reasons for doing so.

Should you wish to exercise any of these rights please contact us at the address below:

Andantex Ltd
Unit 3B Lythalls Lane Industrial Estate
Lythalls Lane
Coventry
West Midlands
CV6 6FL
Email:info@andantex.co.uk

Changes to this Notice

Andantex reserve the right to amend this policy from time to time. We expect these changes to be minor, but there may be changes that are more significant. We will post any changes on this page and will provide a more prominent notice if the changes are significant.

The date of the last modification is stated at the end of this document.

ⁱVersion

This policy was published on 23rd May 2018.

ⁱ Last modification 23rd May 2018