



CONTRACTORS (Eastern) LTD

GROUNDWORK SPECIALISTS  
PLANT HIRE

## GDPR - Personal Data held by KG Contractors (Eastern) Ltd

This notice is required to be published in accordance with the EU General Data Protection Regulations. The Regulations have been adopted by the UK Government and will continue in force until further notice.

This policy document details what information we hold on file, how we use it, how long we keep it and the legal basis in which we hold it;

Depending on the nature of our relationship i.e. customer or supplier, the information we hold on file includes;

- Company name
- Company address
- Company sales/accounts contacts, as supplied by you
- Telephone numbers and email addresses, as supplied by you
- Account activities
- Bank account details, as supplied by you
- Terms and conditions

Such information is saved on our SAGE Accounts software, which is password protected. We also keep hardcopies of such information, which is stored at our secure Head office. We hold inactive account information in our archive unit for 7 years, which is always locked and secured.

Our archive unit and Head office address where such information is stored electronically or in a hardcopy is as follows;

*184 Avenue Farm Road, Sutton Bridge, Spalding, Lincs, PE12 9QF*

### Legal basis for holding personal data

KG Contractors (Eastern) Ltd only use personal data which is necessary for the purposes of the nature of our relationship, which you as our customer or supplier are a party to. The use of your personal information as detailed above will comply with Article 6 of the GDPR without a requirement for authorisation.

### Disclosure

Registered in England. No. 6191417 - Registered Office: 184 Avenue Farm Road, Sutton Bridge, Spalding, Lincs, PE12 9QF



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Under no circumstances will KG Contractors (Eastern) Ltd pass on any personal data to a third party without your authorisation.