

## **Humberston Lighting Ltd**

### **Privacy Notice**

Humberston Lighting Ltd are committed to protecting your privacy. For any personal data you provide for the purposes of acting as a customer, Humberston Lighting Ltd is the data controller and is responsible for storing and otherwise processing that data in a fair, lawful, secure and transparent way.

### **What personal data we hold on you**

You may give us information about you when corresponding with us by E-mail, telephone or otherwise. This includes information you provide when enquiring about products we sell, ordering items and requesting repairs. The information you give us may include your name, address, e-mail address and phone number.

### **Why we need your personal data**

As a data subject you are not obliged to share your personal data with us.

The reason we request your data is to be able to contact you with responses to enquiries, to advise when an ordered item is available to collect, or a repaired item is ready to be collected. Our lawful basis for processing your personal data is solely for the purpose of contacting you regarding the above.

### **Who we share your personal data with**

We will not share any of your personal data with anyone else unless you specifically ask us to. We do not supply any personal data to any other third party. We do not store or transfer your personal data outside of the UK

### **How long we hold your personal data.**

We will hold your personal data on file until your business with us as a customer is complete. Order forms, Repair and transaction records are kept for six years and there after destroyed. E-mail enquiries are deleted once our correspondence is complete. Your data is not processed for any further purposes other than those detailed in this policy

### **Your rights regarding personal data**

As a data subject you may have the right at any time to request access to, rectification or erasure of your personal data; to restrict or object to certain kinds of processing of your personal data, including direct marketing; to the portability of your personal data and to complain to the UK's data protection supervisory authority, the Information Commissioner's Office about the processing of your personal data.