



Thompsons of Prudhoe Group of Companies* Policy Statement

*The Thompsons of Prudhoe Group Comprise:

Thompsons of Prudhoe Holding Ltd, Thompsons of Prudhoe Ltd, W & M Thompson (Quarries) Ltd & Tyneside Minimix (Concrete) Ltd
Registered Offices: Thompson House, Princess Way, Low Prudhoe, Northumberland, NE42 6PL

May 2018.

Dear Client

General Data Protection GDPR

On the 25th May, 2018 a change in Data protection came into force. We are required to inform you as to what data we collect and how it is processed and handled once we have received it.

Thompsons of Prudhoe Group of companies takes your privacy and data seriously.

The new General Data Protection Regulations (GDPR) gives individuals more control over how their personal information is used, and makes it easier for them to check and update the personal information we, as organisations hold.

Thompsons of Prudhoe group of companies are an interested party, we only process data on your behalf in the delivery of our services which we provide to you and your business as our customer.

The personal data we hold about you is the information provided by you namely:

- **Contact Details** – name, address and preferred contact details.
- **Payment arrangements** – including method of payment (including cheque, bank details or payment reference) at **no** point will the organisation or its employees store card details when/if you pay by debit/credit card.
- **Updates** to contact details.

We gather this data from incoming enquiries, ongoing contracts, new clients, suppliers, consultants and subcontractors.

This data is stored within our secure IT systems, which are backed up continuously. Access to this data is restricted to authorised personnel only who are required to maintain the organisations data base. Access is controlled via password protection and documentation is securely stored. Personal data is never sold to third parties. Personal data may be retained for as long as it is necessary or until such time as you tell us that you no longer wish us to retain your information. Thereafter it shall be deleted from all records securely.

- Financial records shall be retained in line with statutory requirements.

Personal data may be shared with third party organisations in limited instances. Payment arrangements may be required to be shared with banking facilities. Personal Data will only be shared where relevant and appropriate and in a secure manner.





Thompsons of Prudhoe Group of Companies* Policy Statement

*The Thompsons of Prudhoe Group Comprise:

Thompsons of Prudhoe Holding Ltd, Thompsons of Prudhoe Ltd, W & M Thompson (Quarries) Ltd & Tyneside Minimix (Concrete) Ltd
Registered Offices: Thompson House, Princess Way, Low Prudhoe, Northumberland, NE42 6PL

You have the right to object to your personal data being processed by our organisation for any or all of the above. However not processing data will hold some consequences for example withholding bank details to pay an account would render the payment not being processed unless a different method of payment was used.

The appointed person of responsibility for data is:

Helen Hillary – HR Director Email: helenhillary@thompsonsofprudhoe.com

Please inform us promptly should you have any concerns in relation to the above or if you wish to be deleted from our business database via email to the above named person.

If you believe that the organisation has not complied with your data protection rights, you have the right to lodge a complaint with the Information Commissioners Office - www.ico.org.uk/concerns.

Yours sincerely
For and on behalf of

THOMPSONS OF PRUDHOE GROUP OF COMPANIES

HM Hillary

HR Director

