



CARPET ACCESSORY TRIMS LIMITED

UPDATED PRIVACY STATEMENT

March 2018

The Data Protection Act 1998 is changing to the General Data Protection Regulation 2018.

C.A.T. maintain a customer database to assist in carrying out the day to day order transactions with our customers in the most efficient manner for both the customer and the company. Data from the database is never shared with third party companies. Information is retained on secure servers and all reasonable measures are taken to ensure that the security of it is maintained.

Telephone calls are recorded for confirming accuracy of verbal instructions. These recordings are deleted after 1 calendar month, except where information on a recording is required to fulfil a contract or resolve a dispute.

C.A.T. do not at the present time undertake “regular and systematic monitoring of data subjects on a large scale” and are not therefore required to have a data protection officer.

Should a customer or contact ask for their data to be removed, their information can be immediately deleted from the company database and any applicable electronic storage device.

In the event of any data having been compromised, examples; the loss or theft of a laptop or any other electronic devices, theft of information by unauthorised persons, a senior manager in the company will inform the Information Commissioners Office as soon as the loss is identified and in any case within 72 hours of the data loss.

Continued...

C.A.T. will ensure the information retained will be reviewed and accurate on a regular basis. Information considered redundant or unnecessary for the conduct of the business will be deleted or destroyed as soon as this becomes evident.

You may at any time request a copy of the information we hold about you and ask us to amend it or remove your details from our system. Contact our sales office for further assistance if required.

This policy becomes effective on 25th May 2018 and will be reviewed annually or when advised of any change in the regulation, whichever is the sooner.

We reserve the right to amend this statement at any time, to comply with GDPR2018 and any relevant legislation which may come into force.