



Charles Wright & Sons Ltd

Agricultural Merchants

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E-mail office@charleswrightandsons.co.uk

GDPR Statement and Privacy Policy Charles Wright and Sons Ltd & C. Wright (Farmers) Ltd

How we store information

We take data protection seriously and ensure that we have the appropriate means to store physical and digital data securely. All digital information is stored on password protected secure servers and all physical information is held in locked alarmed areas. We keep the minimum amount of data necessary to conduct business with you and limit the accessibility of such data to the individuals necessary to be able to conduct such business.

Information we hold about you

Company name and address (including all site locations)
Company contacts (such as sales representatives, accounts, parts etc.)
Various email addresses as supplied by you
Various telephone and fax contact numbers as supplied by you
VAT number (if applicable)
Bank account details (so we can make payments)

How we use your information

Under Articles 13 & 14 of the GDPR you have the right to be informed about how the data we hold is being used.

We take your privacy seriously and will only use your information to provide goods and services to your business as contracted. The information we hold about your company allows us to hold up to date accounts, for delivery purposes, order processing and payment purposes. We are required to retain invoice data for 7 years after a contract has ended. Once personal data is no longer needed it will be destroyed securely. We never share any of your data with third party companies. If necessary we may disclose your details for legal reasons i.e. to fraud prevention agencies, credit check companies, however all information passed on will be conducted within GDPR guidelines and for the purposes of trading. We will never sell or pass your data to third parties.

Data Retention

We would like to retain your data on file for any future procurement or supply needs. This would mean recording your company and employee details in our accounting system so that we can contact you in the future with regards to any future needs for goods and/or services we supply. In these circumstances we would only keep the minimum amount of data needed with only a limited number of individuals having access to such data.

Withdrawal of consent and managing your data

Under Article 15 of the GDPR you have the right to request to access the data we hold about you. If you wish to be removed from our records or opt out of receiving any communications from us then please contact Shannon Sleaford on enquiries@charleswrightandsons.co.uk or by contacting the telephone number above and we will remove all data we hold about you and your company.