

## **EMCEL Filters Limited**

Blatchford Road, Horsham  
West Sussex RH13 5RA UK



t. 01403 253215 f. 01403 217011  
info@emcelfilters.co.uk  
www.emcelfilters.co.uk

### **EMCEL Filters Limited** **Privacy Policy**

Emcel Filters Limited are committed to protecting and respecting any information you share with us.

This statement describes what types of information we collect from you, how it is used by us, how we share it with others, how you can manage the information we hold and how you can contact us.

We will always give you the option not to receive marketing communication from us. We do not sell your information but we do work closely with other parties. Such as credit agencies who may assist us in determining credit terms that may be offered to you or periodically reviewed.

The contents of this statement may change from time to time so we urge you to check this page occasionally to ensure you are still happy to share your information with us. Where possible, we will also contact you directly to notify you of any substantial changes to this policy or our procedures.

#### **What information do we collect?**

We collect information about your company and group (such as trading name, trading address, delivery address, contact details, point of contact, email address, etc...) when you start buying from us. EMCEL Filters LTD has CCTV in place to monitor/ record activities relevant for running the business. We only collect information which is necessary, relevant and adequate for the purpose of operating the business.

#### **How do we use this information?**

Emcel filters Limited will only process information that is necessary for the purpose which it has been collected. On occasion we will contact you with updates on products that you have purchased or enquired for. However, you will always have the option not to receive these updates (and you can withdraw your consent or object at any time). Nonetheless, your information may still be retained as part of our contractual arrangements with you.

#### **How do we share this information?**

We do not sell your information but we do work closely with credit agencies for processing credit checks as well as where we need to comply with legal / tax obligations. We will not share or sell your information with any 3rd party, sub-contractor or material supplier without your consent to do so.

#### **How long do we keep your information for?**

We regularly review the data we hold and delete anything that we do not need. Information that does not need to be accessed regularly, but which still needs to be retained, is safely archived. Under the terms of our British Standard Quality registration we do retain necessary records for a specified period of time. For more information about this please contact our quality department.

#### **How can you manage the information we hold about you?**

You have the right to access the information we hold about you and make corrections if necessary. You also have the right to withdraw any consent you have previously given us and ask us to erase information we hold about you. Should

Directors: D.A.G. Marshall, E.L. Marshall B.Sc., C.V. Marshall, H.E. Marshall, J.L. Saunders, D.I. Spraget

Reg. Office: Blatchford Road, Horsham, West Sussex RH13 5RA. Reg. in London No. 586725

VAT Reg. No. GB 193 010004



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you choose to do this it may invalidate any product warranty and affect your credit rating with us for future contracts. There may also be a small charge incurred to supply this information.

You have the right to:

1. Ask for a copy of the information that we hold about you.
2. Correct and update your information.
3. Withdraw your consent (where we rely on it).
4. Object to our use of your information.
5. Erase your information (or restrict the use of it), provided we do not have any continuing lawful reason to continue to use and process that information.

If you have any queries or require further information, please contact our GDPR officer on 01403 253215.