Privacy Notice

**S.G. Springs Ltd**

**43 Crossgate Road**

**Park Farm Industrial Estate**

**Redditch**

**B98 7SN**

**Tel: 01527 500955**

**Web:** [**www.sgsprings.com**](http://www.sgsprings.com)

**Email:** **sales@sgsprings.com**

S.G Springs Ltd are committed to protecting your privacy and maintaining the security of any personal information received from all our clients and suppliers.
S.G Springs Ltd strictly adheres to the requirements of the UK General Data Protection Regulation (UK GDPR) and other industry related legislation in the UK. The purpose of this Privacy Notice is to explain to you what personal information we collect and how we may use it.

**What type of information we have?**

This Privacy Notice applies to all information that we receive via telephone or direct email. When you request information or/and services from us, we will ask you for the following personal or company information:

* Name of the main contact
* Name of the company
* Address for postal or/and delivery service
* Photo images that you may provide as reference to your identity
* Email address
* Phone Number
* Additional details will be required if a credit account is required

**How we get the information and why we have it?**

All information is provided directly from our client as they will be expecting S.G Springs Ltd to deliver a reliable service.

S.G Springs Ltd receives client information via email and telephone as they want to place an order. All clients are aware that we cannot deliver our service effectively without the information.

S.G Springs Ltd will inform you as to when your order will be ready for collection or the estimated carrier service delivery.

**Lawful Basis Statement**

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| S.G Springs Ltd applies to the “legitimate interests in practice” as it allows the company to consider the following.* The reasons why the company requires the information
* What the company needs to achieve with the information
* The benefits to the client(s) by the company having the information
* The importance of the benefits to both client(s) and company for obtaining the information
* What the impact would be if we did not have the information
* This is the company’s way to go about obtaining the relevant information is reasonable

Therefore, you have the right to withdraw consent by contacting a member of the team via telephone: 01527 500955 or by email: sales@sgsprings.com |

**How we store it**

To prevent unauthorised access, maintain data accuracy, and ensure the correct use of your information, we have put in place appropriate physical, electronic, and managerial procedures to safeguard and secure the information we collect online. All information is held in a secure manner on security-tested system which is stored in the United Kingdom. All transfers of information outside the European Economic Area (EEA) will be authorised by the client.

**How Long We Keep It For**

Having reviewed the information, we require; we keep it in our systems for no longer than absolutely necessary and regularly destroy or anonymise it according to our UK GDPR Policy.

**Cookies**

Cookies are text files placed on your computer to collect standard internet log information and visitor behaviour information. This information is used to track visitor use of the website and to compile statistical reports on website activity. Your interaction with this website is collected using cookies by Google as part of Google Analytics and is protected under their standard privacy policy here. For further information visit [www.allaboutcookies.org.](http://www.allaboutcookies.org/) You can set your browser not to accept cookies and the above websites tell you how to remove cookies from your browser. However, in a few cases some of our website features may not function as a result.

**How To Access or Correct Your Information**

If you would like to have access to your information, to alter it or remove it, or exercise any other legal right under the UK GDPR, please write to:

Lisa Jordan,
S.G Springs Ltd
43 Crossgate Road,
Redditch,
Worcestershire,
B98 7SN
email to sales@sgsprings.com

Once we have verified your identity and eligibility to access the information you request, we will happily answer your request within 30 days at no charge to yourself.

We may change this Privacy Notice from time to time. This may be necessary, if the law changes, or if we change our business in a way that affects your personal information. Any changes will be immediately posted on our website – This Privacy Notice was last updated on 10th December 2021