

Rogers Marketing
Unit 9, Image Business Park
East Cannock Road
Cannock
Staffs
WS12 1LT

#### **GDPR Privacy Policy Statement**

# <u>Summary</u>

- We only collect information where it is completely necessary.
- We will not sell your personal information to third parties.
- We do not use third-party suppliers to provide us with any services. It is all done in-house.
- We do not share personal information with anybody else.
- We protect personal information with an appropriate combination of technical and organisational measures.
- You have the right to your information.
- We only retain your data for as long as is necessary.

If you have any questions about how we process your information, please contact us.

#### What Information do we collect and how do we use it?

Below is a list of the information we retain -

- Trading name
- Contact name
- Position / Job title
- Address
- Telephone and Fax numbers
- Email address
- Suppliers Bank Details (Sort code and account number)

We need this information to agree terms and conditions in relation to your account, administer your account and trade with you.

### Information Security

Information we hold is securely held on our computer data base. Any information retained in paper format is kept in a secure locked office.

## Access to your information and correction

You have the right to request a copy of the information we hold. We will provide you with this information within one week of receiving your request.

You also have the right to contact us if you believe your personal information is incorrect, or if you believe we are no longer entitled to use your personal data.