

Privacy Notice

What is a Privacy Notice? The EU General Data Protection Regulation (GDPR) requires that Data Controllers provide certain information to people whose personal data they hold and use. A Privacy Notice is one way of providing this information.

A Privacy Notice identifies who the Data Controller is and provides the contact details for the Data Protection Officer. It also explains the purpose for which personal data is collected and used, how it is disclosed, how long it is kept, and the Data Controller's legal basis for processing it.

The Data Controller at Global Single Source Ltd is **Pete Evans** - Managing Director.

The Data Protection Officer at Global Single Source Ltd is **Steve Squires** – Internal Sales Executive.

Contact details:

- Unit 9, Curriers Close, Charter Avenue Industrial Estate, Coventry, CV4 8AW
- Telephone: 01926 316444
- E-mail address: steve@globalsinglesource.co.uk

We take your privacy very seriously and will endeavour to uphold your rights in line with the EU General Data Protection Regulations (GDPR).

The GDPR provides the following rights for individuals:

- The right to be informed – this is met in part through the Privacy Notice but also when we communicate with you in other forms;
- The right of access – we will provide any data we hold about you on request;
- The right to rectification – we will amend any inaccurate data about you;
- The right to erasure – we will erase any personal data we hold on you if you request us to do so;
- The right to restrict processing – we will restrict processing if you instruct us to e.g if you think the information we have is inaccurate;
- The right to data portability – this is when the data is held in electronic format and when consent has been given;
- The right to object – we will cease from processing any data if you object to us doing so unless we can demonstrate legitimate grounds;
- Rights in relation to automated decision making and profiling - you have the right to object to this process and ask that personal consideration should be given.

The information we collect may include any personal details you knowingly provide us with through forms and e-mail such as name address and telephone number.

We will use the data to process your order, to provide after sales support (we may pass your details to another organisation to supply/deliver products or services you have purchased and/or to provide after sales services.

We will keep these records for as long as we provide such services.

We may disclose personal data in order to fulfil the service you have requested.

Our Legal Basis for Processing Data

Article 6(1)(f) – processing is necessary for the purposes of legitimate interests pursued by the controller

Storing Personal Information

We will endeavour to ensure personal information is not misplaced or lost. All devices including hard drives and laptops will be encrypted.

External Website Links and Third Parties

We endeavour to include safe and relevant external links on our website but cannot guarantee sites we are not responsible for.

Your Right to Complain.

If you think we have not met your expectations with regards GDPR and how we are processing your data, you can contact the Information Commissioner's Office.

Click here for [details](#)

End