



As a company we collect and store the following data. This data is stored securely, regularly checked for accuracy and data purged at the required times.

Personal Data	Purpose of Processing			What is The Legal Basis For Processing			Retention Period
Name	Necessary in the performance of contract	OR	Marketing purposes (consent provided)	Contract to supply goods or services requested	OR	Consent provided to retain data for Marketing purposes	Data will be kept for duration of any contract you hold with us, on termination of fore mentioned contract records will be kept for ten years for historical records/ purposes only. If consent withdrawn for marketing purposes data will be purged with immediate effect.
Email Address	Necessary in the performance of contract	OR	Marketing purposes (consent provided)	Contract to supply goods or services requested	OR	Consent provided to retain data for Marketing purposes	Data will be kept for duration of any contract you hold with us, on termination of fore mentioned contract records will be kept for ten years for historical records/ purposes only. If consent withdrawn for marketing purposes data will be purged with immediate effect.
Personal Mobile Phone Number	To assist with the performance of contract. However, details stored on file only if provided by yourselves.	OR	Marketing purposes (consent provided)	Contract to supply goods or services requested. Details processed & retained only if provided by yourselves.	OR	Consent provided to retain data for Marketing purposes	Data will be kept for duration of any contract you hold with us, on termination of fore mentioned contract records will be kept for ten years for historical records/ purposes only. If consent withdrawn for marketing purposes data will be purged with immediate effect.

