

**E. J Shanley & Son (Trowbridge) Ltd**

**Registered Address: 43 Shails Lane Trowbridge Wiltshire BA14 8LN**

**Tel: 01225 753333 Email:** **info@ejshanley.co.uk**

**PRIVACY NOTICE**

We take care to protect the privacy of our customers and their associates.

This privacy notice is a public declaration of how E J Shanley & Son (Trowbridge) Ltd applies to Data Protection principles and rights afforded to individuals by the General Data Protection Regulation (GDPR) to the personal data that we process.

E J Shanley & Son (Trowbridge) Ltd is committed to complying with the principles relating to the processing of personal data under GDPR.

Who is collecting information about me:-

Trading Name: E J Shanley & Son (Trowbridge) Ltd

Company Number: 845046

Registered office address: 43 Shails Lane, Trowbridge, Wiltshire, BA14 8LN

Point of contact: E J Shanley & Son (Trow) Ltd, 43 Shails Lane, Trowbridge, Wiltshire, BA14 8LN

Email: info@ejshanley.co.uk

Website: [www.ejshanley.co.uk](http://www.ejshanley.co.uk)

**What is your legal basis for processing my information?**

E J Shanley & Son (Trowbridge) Ltd process your data on the legal basis of contractual obligations.

**What are the Contractual obligations being perused that allow you to process my information?**

E J Shanley & Son (Trowbridge) Ltd act as a Data Controller of our Employee, Customer and Supplier data and a controller determines the purpose and means of processing personal data.

A processor is responsible for processing personal data on behalf of a controller.

Further detailed definition of the controller and processor roles can be found on the ICO website; <https://ico.org.uk/fororganisations/guide-to-the-general-data-protection-regulation-gdpr/>

The contractual obligations pursued by E J Shanley & Son (Trowbridge) Ltd are:-

* To offer waste/metal management services and other relevant products to our customers.
* To provide a quote to potential customers, at request of said customer

The data collected and processed is required to fulfil the contract between the customer and EJS, and EJS and the supplier as instructed under the Scrap Metal Dealers Act 2013.

The information is made available to both parties.

Data is collected from the ‘Credit application Form’, which is completed by the customer when their account is first opened with E. J Shanley & Son (Trowbridge) Ltd.

This doesn’t apply to non-account customers, whose data is taken verbally when requested for quote nor does it count when a supplier sells material to E. J Shanley & Son (Trowbridge) Ltd as consent is given when supplying Identification documents required as per instruction under the Scrap Metal Dealers Act 2013.

For more information on what documents you must legally provide you can visit

<http://www.legislation.gov.uk/ukpga/2013/10/enacted>

<https://www.recyclemetals.org/rules-regulations/scrap-metal-dealer-s-act.html>

**What information are you collecting about me?**

We collect and store data for the purpose of providing a service thus fulfilling a contract to the customer.

The Categories of personal data that we collect, and process are:

Customers

Personal details: contact name, address, email, telephone number

Financial details: bank account information

Supplier:

Personal Details: contact name, address, email, telephone number,

Financial Details: bank account information

Photographic Identification Document: card driving license, passport (copies of)

**Who might you share the information with?**

We do not give your information to anyone outside of our organisation and is only shared to complete contracts.

**What right do I have?**

You have the following individual rights. Should you have any enquiries about how we use your data or wish to action your rights please contact:

E J Shanley & Son (Trowbridge) Ltd, 43 Shails Lane, Trowbridge, Wiltshire, BA14 8LN

E J Shanley & Son (Trowbridge) Ltd provides fair processing information by way of this privacy notice.

You have a right to obtain confirmation about how we are processing your personal information data and what we hold about you. You can view this by requesting a copy of it. Should you request a copy of your data, including your personal data; E J Shanley & Son (Trowbridge) Ltd will provide this within one month of the request unless there are exceptional reasons for not doing so.

If any information held is inaccurate or incomplete, you have the right to have that information corrected or completed. You have the right for your information to be erased. We will delete or remove your information on request if there is no compelling reason for us to keep it, such as for ongoing administration of your account with us.

You have the right to block or suppress processing, this won’t affect the processing done so far, but will stop further processing. When processing is restricted, E J Shanley & Son (Trowbridge) Ltd are permitted to store your personal data, but not to process it further. The business can retain just enough information about you to ensure the restriction is respected in the future. For registered customers, exercising this right may prevent you from remaining a customer/supplier of E J Shanley & Son (Trowbridge) Ltd, for example, where we are no longer able to process your data to perform our contractual obligations. Where account creation has not been completed, exercising this right would block us from processing your data for completion of your registration.

You have the right for your information to be provided in a machine-readable format to enable easy transfer between processors. This right is available to the personal data provided by you.

You have the right to object at any time to processing based on contractual obligations of E J Shanley & Son (Trowbridge) Ltd when E J Shanley & Son (Trowbridge) act as a data controller, or in the performance of a task in the public interest in excersing of official authority (such as police investigation).

Rights related to automated decision making and profiling

Where we use automated decision making that produces a legal effect, or similarly significant effect on you we will inform you how and when this happens.

In the unlikely event that there is a data breach we will launch an investigation into how the breach happened, the steps and measures to stop this happening in the future. You will be notified within 72 hours of the breach to inform you what data has been taken and how we plan to protect your data.

If you wish to discuss your personal data or lodge a concern about the way in which it is handled, please use any of the following details:

Email: info@ejshanley.co.uk

Post: E J Shanley & (Trowbridge) Ltd, 43 Shails Lane, Trowbridge, BA14 8LN

The right to complain to the supervisory authority

If you are unhappy with our response, you have the right to complain to the supervisory authority, the details of which are below.

Supervisory Authority: Information Commissioners Office (ICO)