

GDPR PRIVACY NOTICE

Nicks & Company (Timber) Ltd take privacy very seriously and are currently updating all our records and processes to ensure that we are fully meeting the data protection standards introduced by the General Data Protection Regulation (GDPR) on 25th May 2018.

We are registered as data processors with the Information Commissioner's Office (ICO).

We hold and may share Personal Information and Characteristics – such as name, address, date of birth – nationality language and country of birth.

We collect and use the information under the following lawful bases established by the GDPR.

Legitimate interests – processing data in ways you would reasonably expect and which have a minimal privacy impact.

Legal obligation – the processing is necessary for us to comply with the law (submitting data to Government Departments when requested).

Who we share information with

We routinely share information for our employees with:

Government Departments

Our External Payroll provider – Sage

Pension and Health Insurance Schemes.

When we receive personal data from our suppliers and/or customers this information is only shared within the company and is only for as long as required.

We do not share information with anyone without your consent unless the law and our policies allow us to do so.

We are required to share certain data with official bodies (such as HMRC or the Department for Work and Pensions on a statutory basis)

Data collection requirements

To be granted access to any information we hold, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

We do not keep the data for any longer than necessary and do not allow its use for any other purpose other than which it has been collected.

If in the future we intend to process your personal data for a purpose other than that which it was collected, we will provide you with information on that purpose and any other relevant information.

Access to your personal data

Under the GDPR you have the right to request access to information about you that is held by this Company. You also have the right to object to processing of personal data that is likely to cause, or is causing damage or distress.

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern in writing to P J McCormick – Data Protection Officer at Nicks & Company (Timber) Ltd.