

## Privacy Notice

This privacy notice explains how we use any personal information we collect about you.

### What information do we collect about you?

We collect information about you when we engage you as a supplier/client. This information will relate to your Company details and Financial circumstances. It may also include special categories of personal data such as data about your bank details etc.

We may also collect information when you voluntarily complete surveys or provide feedback to us.

### Why do we need to collect and use your personal data -

The primary legal basis that we intend to use for the processing of your data is for the performance of our contract with you. The information that we collect about you is essential for us to carry out the services that you require from us effectively. Without collecting your personal data we'd also be unable to fulfil our legal and regulatory obligations.

### How do we use the information we collect about you -

We collect information about you in order to provide you with the services for which you provide to us or for which you engage us.

### Who might we share your information with?

In order to deliver our services to you effectively we may send you details to third parties such as accountancy, legal services or those we engage for professional compliance.

Where third parties are involved in processing your data, we have a contract in place with them to ensure that the nature and purpose of the processing is clear, that they are subject to a duty of confidence in processing your data and that they will only act in accordance with our instructions.

Where it is necessary for your personal data to be forwarded to a third party, we will use appropriate security measures to protect your personal data in transit.

### How long do we keep hold of your information?

During the course of our relationship with you we will retain personal data which is necessary to provide services to you. We will take all reasonable steps to keep your personal data up to date throughout our relationship.

We are also subject to regulatory requirements to retain your data for specified minimum periods. These are generally:

- 5 years for Clients
- 5 years for Suppliers



Roof & Wall Cladding



Flat Roofing



Rainscreen Cladding



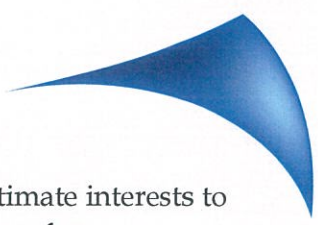
Hard Metals



Envelope Repair & Refurb



Envelope Maintenance



We reserve the right to retain data for longer where we believe it's in our legitimate interests to do so. In any case, we will not keep your personal data for longer than 25 years after our relationship with you has ended.

You have the right to request deletion of your personal data. We will comply with this request, subject to the restrictions of our regulatory obligations and legitimate interests as noted above.

#### **How can I access the information you hold about me?**

You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all your personal information, please email or write to us using the contact details noted below.

We have an obligation to ensure that your personal information is accurate and up to date. Please ask us to correct or remove any information that you think is incorrect.

#### **What can you do if you are unhappy with how your personal data is processed?**

You also have a right to lodge a complaint with the supervisory authority for data protection. In the UK, this is:

Information Commissioner's Office

Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

0303 123 1113 (local rate)

#### **Changes to our privacy policy**

We keep our privacy policy under regular review. This privacy policy was last updated on 22/05/2018.

#### **How to contact us**

Please contact us if you have any questions about our privacy policy or information we hold about you:

By email at [mail@procladd.com](mailto:mail@procladd.com)

Or write to us at Procladd (Scotland) Ltd, 8 Candymill Lane, Bothwell Bridge Business Park, Hamilton, ML3 0FD.



Stuart Tulloch  
Managing Director

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