



Excellence through Innovation, Ingenuity & Experience.



BEDFORD ENGINEERING CO (M/C) LTD

Hollingworth Road
Bredbury
Stockport
SK6 2AU



Tel. 0161 430 2650



Fax. 0161 494 6589



Email. bedeng@btconnect.com



Website. www.bedfordengineering.com

GDPR Policy

The Company gathers and processes your personal information in accordance with this Privacy Notice and in compliance with the General Data Protection Regulations (GDPR) and other relevant data protection regulation and laws. This notice provides you with the necessary information regarding your rights and our obligations, and explains how, why and when we process your personal data.

Information That We Collect

We process your personal information to meet our legal, statutory and contractual obligations and to provide you with our products and services. We will never collect any unnecessary personal data from you and do not process your information in any way, other than as specified in this notice.

The personal data that we collect is:

Name
Business Address
Business Email
Telephone Number
Mobile Telephone Number
Contact person(s) contact information

We collect information in the following ways:

Credit application form
Company purchase order

How We Use Your Personal Data

The Company takes your privacy very seriously and will never disclose, share or sell your data without your consent; unless required to do so by law. We retain your data only for as long as is necessary and for the purpose(s) specified in this notice. Where you have consented to us

providing you with promotional offers and marketing, you are free to withdraw this consent at any time. The purposes and reasons for processing your personal data are detailed below:

We collect your personal data in the performance of a contract or to provide a service and to ensure that orders are completed and can be sent out to your preferred address

We will occasionally send you marketing information where we have assessed that it is beneficial to you as a customer and in our interests. Such information will be non-intrusive and is processed on the grounds of legitimate interests.

Your Rights

You have the right to access any personal information that we process about you and to request information about:

What personal data we hold about you

The purposes of the processing

The categories of personal data concerned

The recipients to whom the personal data has/will be disclosed

How long we intend to store your personal data for

If we did not collect the data directly from you, information about the source

If you believe that we hold any incomplete or inaccurate data about you, you have the right to ask us to correct and/or complete the information and we will strive to do so as quickly as possible, but certainly within legal timeframes, unless there is a valid reason for not doing so, in which case you will be notified.

You also have the right to request erasure of your personal data or to restrict in accordance with the data protection laws; as well as to object to any direct marketing from us. Where applicable, you have the right to data portability of your information and the right to be informed about any automated decision-making we may use.

If we receive a request from you to exercise any of the above rights, we may ask you to verify your identity before acting on the request. This is to ensure that your data is protected and kept secure.

Sharing and Disclosing Your Personal Information

We do not share or disclose any of your personal information without your consent, other than for the purposes specified in this notice or where there is a legal requirement. We may use third parties to provide the below services and business functions; however, all processors acting on our behalf process your data only in accordance with instructions from us and comply fully with this privacy notice, the data protection laws and any other appropriate confidentiality and security measures.

Safeguarding Measures

We take your privacy seriously and take every reasonable measure and precaution to protect and secure your personal data. We work hard to protect you and your information from unauthorised access, alteration, disclosure or destruction and have several layers of security measures in place, including:

Firewalls

Malware

Anti-virus

Spyware

Software and operating systems updates
Individual logon and password
Daily backups stored off site
Secure drives
Secure archiving
Accredited shredding company

Transfers Outside the EU

Personal data in the European Union is protected by the General Data Protection Regulation (GDPR) but some other countries may not necessarily have the same high standard of protection for your personal data. We do not transfer or store any personal data outside the EU.

Consequences of Not Providing Your Data

You are not obligated to provide your personal information to us. However, as this information is required for us to provide you with our services, we will not be able to offer some/all our services without it.

How Long We Keep Your Data

We only ever retain personal information for as long as is necessary and we have strict review and retention policies in place to meet these obligations. We will keep your data on our systems for as long as a relationship exists between us, unless you ask us specifically to remove your details.

Where you have consented to us using your details for direct marketing, we will keep such data until you notify us otherwise and/or withdraw your consent.

Lodging A Complaint

We process your personal information only in compliance with this privacy notice and in accordance with the relevant data protection laws. If, however you wish to raise a complaint regarding the processing of your personal data or are unsatisfied with how we have handled your information, you have the right to lodge a complaint with the supervisory authority.