

SIGRAM FLUE SYSTEMS LTD

DATA PROTECTION POLICY

About us

Sigram Flue Systems Ltd are a manufacturer and installer of industrial / commercial flue systems and other flue related products / services. We are registered in England and Wales as a limited company registration 964396.

Our Head Office and registered office is

E2 Meadowbank Business Park, Tweedale Way, Chadderton, Oldham. OL9 8EH

Telephone: 0161 682 1999

Email: sales@sigram.co.uk

General Statement of Compliance Commitment

Sigram Flue Systems Ltd is fully committed to operating in accordance with the statutory legislation outlined within the Data Protection Act 1998 and the General Data Protection Regulation (GDPR).

Sigram Flue Systems Ltd have procedures in place to protect the privacy and confidentiality of all personal data. Any decisions for the disclosure, retention or disposal of information are made in line with the GDPR legislation. Sigram Flue Systems Ltd will ensure that: -

- all data is stored securely in an appropriate place
- the quality of the data is effectively maintained
- all data is retained and when necessary disposed of appropriately

Sigram will only hold personal data for the purposes of running the company, its business activities and procurement of goods, materials and services. Once the data is no longer needed, outdated or upon request not to hold it, Sigram will securely destroy it.

In the course of their business activities Sigram Flue Systems Ltd collect information from individuals and external organisations generating a wide range of data/information, which may be recorded. As such data is critical to our operation, Sigram Flue systems Ltd is committed to operate in line with the data protection principles by: -

- collecting accurate personal data only
- Protecting staff and individuals' personal details and using this data fairly and only for specified lawful purposes
- Handling personal data for limited, specifically stated purposes
- holding personal data only for the time period required
- maintaining personal data safely and securely
- adhering to regulations and related procedures to ensure that all staff who have access to any personal data held in line with individuals data protection rights and are fully aware of and abide by their duties under the Data Protection Act.

Data and records can take many different forms and may be retained in hard copy or electronically.

It is necessary to collect and disclose data in order to: -

- meet statutory, regulatory and organisation requirements
- operate effectively
- manage the business and for the needs of ensuring the company meets its statutory obligations to employees and others.
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The information / data held by Sigram will not be passed onto any third party that does not have the legal right to access it. The handling of data by Sigram will: -

- comply with both the law and good practice
- respect individuals rights

SIGRAM FLUE SYSTEMS LTD

Anyone who does not wish their personal data to be kept by Sigram or feels that it has been:

- lost or not protected
- obtained through unlawful disclosure or unauthorised access
- recorded inaccurately and/or misleading manner
- provided to a third party without permission
- held longer than required

should immediately notify a Company Director of Sigram Flue Systems Ltd who will take the appropriate action/corrective action under GDPR.

Right to withdraw consent.

Anyone who wishes to withdraw their consent to Sigram Flue Systems Ltd holding their data should notify Sigram in writing to the company's address or by email to sales@sigram.co.uk

If the request does not infringe any legal obligations the company has, the personal data will be immediately removed from the data base and securely destroyed.

Signed



Alan Graham Director

Signed on behalf of Sigram Flue Systems Ltd

24th May 2018

SIGRAM FLUE SYSTEMS LTD

*Unit E2 Meadowbank Business Park,
Tweedale Way, Chadderton, Oldham.*

OL9 8EH

Telephone 0161 682 1999

Fax 0161 681 9855