

Data Protection Policy

The Green Shop MSN Ltd. stores personal details of customers so that we can contact them when an order arrives. We also store details of customers with a tab. This is known as storing data for Service Communication. Customers data will not be used for any purpose other than contacting them about any order they have placed with us.

We will always tell customers that we are storing their data and why. We will direct them to this document on our website should they need further information.

The identifying data we hold is:

Name

Contact Phone Number

We keep this data for as long as is necessary. Once the data is no longer necessary, usually when a customer has picked up their order, it will be deleted. There may be occasions when it is necessary to keep this data longer and will review the data and need to keep it no longer than 1 year from our last meaningful contact.

Customers have a right to know that we hold data about them and why we hold it. These reasons are set out above.

Customers can request the data we have about them at anytime for no charge. This can be done by asking in the shop or by emailing ian@greenshopmsn.co.uk

Our data is held on a secured tablet computer. It may be initially collected on a paper table on a clipboard which is stored out of sight of customers at all times.

The Green Shop may also process CCTV images for the prevention of crime. These images are stored electronically and are only accessible by Directors of the company. CCTV is used for maintaining the security of property and premises and for preventing and investigating crime, it may also be used to monitor staff when carrying out work duties. For these reasons the information processed may include visual images, personal appearance and behaviours. This information may be about staff, customers and clients, offenders and suspected offenders, members of the public and those inside, entering or in the immediate vicinity of the area under surveillance. Where necessary or required this information is shared with the data subjects themselves, employees and agents, services providers, police forces, security organisations and persons making an enquiry.