

Privacy Schedule – About the information we collect and hold, how and why

The information we collect	How we collect the information	Why we collect the information	How we use and may share the information
Your name, contact details, address, business and mobile phone numbers, email addresses, referees, bank details, Company Registration and VAT registration numbers	From you when you complete our new customer form, or notify us of any changes, or raise a new business enquiry. From Experian when we do a company credit check.	To enter into/perform the contract	Legitimate interest: to maintain business records and good business practice. To enter into/perform the contract To send account statements, send payment reminders, collect and recover money owed to us.
Delivery addresses, contact names, order numbers, products, invoice details	From you when you place an order	To enter into/perform a contract and comply with legal requirements. Legitimate Interest: to recover money & keep maintain business records	To enter into/perform the contract, process & deliver your order, and collect and recover money owed to us
Payment transaction details	From you when you make a payment and send a remittance advice	To enter into/perform a contract. To comply with legal requirements. Legitimate Interest: to recover money & keep maintain business records	To enter into/perform the contract. To manage your account & deal with queries
Account and contract related conversations	From correspondence you send us, eg emails, letters, phone calls, recorded phone calls and CCTV.	To enter into/perform a contract. Legitimate Interest: to recover money and keep maintain business records	To enter into/perform the contract. To manage your account and deal with queries
Your trading history, key accounts information	From Experian when we do a credit check	To enter into/perform a contract. Legitimate Interest: to protect our business from potential bad debts	To enter into/perform the contract
Information about your use of our IT, communication and other systems	Automated monitoring of our websites and other technical systems, such as our computer networks and	Legitimate interests: To protect our networks, and personal data of employees and customers/clients,	To protect and carry out our legitimate interests (see adjacent column)

	<p>connections, CCTV and access control systems, communications systems, remote access systems email and instant messaging systems, intranet and Internet facilities, telephones, voicemail, mobile phone records, backup systems, next generation firewalls.</p>	<p>against unauthorised access or data leakage to ensure our business policies, such as those concerning security and internet use, are adhered to for operational reasons, such as maintaining records, recording transactions, training and quality control to ensure that commercially sensitive information is kept confidential for security vetting and investigating complaints and allegations of criminal offences, for statistical analysis to prevent unauthorised access and modifications to our systems as part of investigations by regulatory bodies, or in connection with legal proceedings or requests.</p>	<p>Information shared with relevant managers, HR personnel and with consultants we may engage.</p>
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<p>Details of your use of our business related social media, such as LinkedIn, etc.</p>	<p>From relevant websites and applications</p>	<p>Legitimate interests: To monitor and manage access to our systems and facilities, to protect our networks, and personal data of employees and customers/clients, against unauthorised access or data leakage. To ensure our business policies, such as those concerning security and internet use, are adhered to for operational reasons, such as maintaining records, recording transactions, training and quality control. To ensure that commercially sensitive information is kept confidential to check that restrictions on your activities that apply after your employment has ended (post-termination restrictions or restrictive covenants) are being complied with for security vetting and investigating complaints and allegations of criminal offences as part of investigations by regulatory bodies, or in connection with legal proceedings or requests.</p>	<p>To protect and carry out our legitimate interests</p> <p>Information shared with relevant managers, HR personnel and with consultants we may engage.</p>
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