

## **Todds Removals Ltd and Todd Storage Privacy Notice**

This privacy notice sets out our use of any personal data that we collect from you in the course of carrying out your removal or facilitating the storage of your belongings. Todds Removals Ltd and Todd Storage are committed to keeping your personal data safe.

We comply with data protection laws so that data we hold about you is:-

- ◆ Used lawfully and fairly
- ◆ Collected only for a valid purpose
- ◆ Accurate and updated
- ◆ Kept only as long as necessary
- ◆ Kept securely

Our website contains links to other websites this privacy notice does not extend to them you should read their own privacy notices

### **Who is collecting the Data?**

Todds Removals Ltd is registered in England and Wales with company number 3565592. We are members of the British Association of Removers (BAR) membership number T037. We carry out household and business removals, internal removals, house clearances and other work associated with them.

Todd Storage is a partnership between David Todd and Sharon Todd who provide both containerised and self storage facilities in Sudbury, Suffolk.

### **How to contact us:-**

You can write to both entities at

Unit 2 Addison Road  
Sudbury  
Suffolk  
CO10 2WY

Telephone 01787 377489

Email [enquiries@todds-removals.co.uk](mailto:enquiries@todds-removals.co.uk)

Website [www.Todds-removals.co.uk](http://www.Todds-removals.co.uk)

### **What Data is being collected?**

We collect data about our:

Customers and enquirers  
Suppliers, service suppliers, consultants and advisers  
Employees and potential employees

We collect your data mainly over the telephone direct from you, or your representative, but also by information supplied by you through our website, by letter or by email.

We collect our your data, with your consent, to perform the services that you have requested us to do and to comply with our legal obligations. We never ask for information relating to; age, race, ethnicity or religion.

The personal data we will ask you for is:

Name, current address, new address, telephone number, mobile number and email address. If you are moving abroad we may need to collect further information.

We will also request bank and payment details, this could be at the start or at any time during our business relationship. This could be to set up a direct debit or to take a debit/credit card payment to allow payment for our services. We may also request bank details should we need to make a refund.

We will also store hard copy correspondence and other documents from our customers, suppliers and employees either as a contractual obligation, a legitimate interest or to help us deal with future queries.

As well as information listed above we may ask our employees or potential employees for information on previous education and employment.

We may also have purchased data from a direct marketing firm who collect information from publicly accessible sources.

### **Will the data be shared with third Parties?**

We do not share information with anyone except in necessary circumstances when we will always ask permission in advance. We will never sell personal data.

### **How long will the data be stored for?**

Your data will be retained within our system for the duration of us delivering services to you and to comply with our legal obligations.

### **Cookies**

Cookies allow web applications to respond to you as an individual, they cannot read data on your hard drive and will not damage your system. When you access our website we may use cookies to collect data relating to your computer including the IP address such data is anonymous.

You can set your browser to not accept cookies however this may affect the effectiveness of the website.

### **The rights of the data subject**

Under legislation data subjects have the following rights:

- Right to be informed
- Right to access
- Right to rectification or erasure
- Right to restricted processing
- Right to data portability
- Right to object and withdraw consent

To contact us regarding these rights please use the contact details given above. If you feel we have not dealt with your request adequately you have the right to appeal to Information Commissioner's Office.