

PRIVACY POLICY

Introduction

DDS Supplies Limited are committed to protecting and respecting your privacy.

This Privacy Policy sets out the basis on which we will process and use any personal data about clients, suppliers and business contacts that we collect from them, that they provide to us, or that we collect from third parties. Please read this Privacy Policy carefully to understand our practices regarding these individuals' personal data and how we will treat it in order to comply with the Data Protection Act 2018, (the "DPA") and General Data Protection Regulation (EU) 2016/679, (the "GDPR").

How we share Personal Data

We will use your personal data in the legitimate process of our business and administering and fulfilling our business contract(s).

We will not disclose it to other third parties and we will take all reasonable care to ensure your data is kept secure.

Legal Basis for processing Personal Data

The processing of personal data is necessary for our legitimate contractual business interests. These legitimate interests include processing, mailing, purchasing, delivering products and invoicing.

The processing is necessary for us, as the data controller, to comply with our legal obligations, such as sharing personal data where we are legally required to do so – eg – by law or by an order of a court.

Where we transfer and store Personal Data

The retaining of data is necessary where required for contractual, legal or regulatory purposes or for our legitimate business interests.

The personal data that we collect will be stored safely on a secure server and password protected. Contractual arrangements will be in place to ensure safeguarding of personal data. This includes DDS staff involved in, among other things, providing support services, eg – processing payments or accessing data. We will take all steps reasonably necessary to ensure that personal data is treated securely and in accordance with this Privacy Policy and applicable law.

Individual Rights

Individuals are provided with legal rights governing the use of their personal data. These grant individuals the right to understand what personal data relating to them is held, for what purpose, how it is collected and used, with whom it is share, where it is located, to object to its processing, to have the data corrected if inaccurate, to take copies of the data and to place restrictions on its processing. Individuals can also request the deletion of their personal data.

These rights are known as Individual Rights under the Data Protection Act 2018. The following list details these rights:

- The right to be informed about the personal data being processed;
- The right of access to your personal data;
- The right to object to the processing of your personal data;
- The right to restrict the processing of your personal data;
- The right to rectification of your personal data;
- The right to erasure of your personal data;
- The right to data portability (to receive an electronic copy of your personal data);
- Rights relating to automated decision making including profiling.

Individuals can exercise their Individual Rights at any time.

To exercise any of the rights set out above, please contact us using the contact details set out in "Contact & Complaints" section of this Privacy Policy below.

We will respect all individuals' rights regarding use of their personal data for direct marketing purposes. In particular, we will not begin or we will cease processing any personal data of individuals for direct marketing purposes if at any time we are requested to stop.

Contact & Complaints

Questions, comments, requests or complaints regarding this Privacy Policy and/or our use of personal data should be addressed to us at DDS Supplies Limited, 1 Whitehill Lane, Bearsden, Glasgow, G61 4PY.

You also have the right to complain to the UK's data protection supervisory authority, the Information Commissioner's Office (ICO). The ICO may be contacted via its website which is <https://ico.org.uk/concerns/> or by calling their helpline on 0303 123 1113.