

GDPR Policy – Your Data

General Data Protection Regulation (GDPR) commencing 25/05/2018 -

protecting your rights regarding data protection & deletion

This privacy policy deals with personally-identifiable information (referred to as "data" below) that may be collected by this site. This policy does not apply to other entities that are not owned or controlled by Myrna Ltd., nor does it apply to persons that are not employees or agents of Myrna Ltd., or that are not under Myrna Ltd.'s control.

We may change this document from time to time to reflect the latest view of what we do with your information. Please check back frequently; you will be able to see if changes have been made by the date it was last updated.

Your Rights

A new data protection law, starting in May 2018, gives everyone a number of very important rights. These are:

1. Transparency over how we use your personal information (right to be informed).
2. Request a copy of the information we hold about you, which will be provided to you within one month (right of access).
3. Update or amend the information we hold about you if it is wrong (right of rectification).
4. Ask us to stop using your information (right to restrict processing).
5. Ask us to remove your personal information from our records (right to be 'forgotten').
6. Object to the processing of your information for marketing purposes (right to object).
7. Obtain and reuse your personal data for your own purposes (right to data portability).
8. Not be subject to a decision when it is based on automated processing (automated decision making and profiling).

If you would like to know more about your rights under the data protection law see the Information Commissioners Office website.

Remember, you can change the way you hear from us or withdraw your permission for us to processing your personal data at any time by using the form on our 'Contact Us' page.

As such, we are obliged to offer some information on the collection, handling, storage and deletion of your data on our systems, such as for purchases made via our website. Please find below the required information for both customers of Source/Myrna Ltd. and organisations who supply to the company.;

GDPR External – Customers – Sales Data

Data/info collected?

Name

Address

Tel

e-mail

Contact/phone

Company Trading details (e.g. account number)

Invoice details

Bank Details

Credit Card Details (not retained following the transaction)

Company details (e.g. years trading)

Who is collecting it?

Authorised Source Admin Staff only

How is it collected?

Supplied by the customer during business transactions on the Accounts Application Form and on payment to Source by any means

Why is it being collected?

To enable contact with the customer for business transactions details and for payment by the customer to Source

How will it be used?

To liaise with/contact the supplier with transaction details and to pay the customer (e.g. credits) and receive payments

Limited transfers

To third countries for MTU

IT security provisions and office security

Who will it be shared with?

Authorised Source Admin Staff only

Source Accountants

Source Approved Shipping Carrier (Protected by their own GDPR/DP Policy)

Identity and contact details of any data controllers?

Company Secretary

info@s-eng.co.uk

01752 698698

Details of transfers to third country and safeguards?

Pdf'd files and e-mail transactions Limited transfers

To third countries for MTU

IT security provisions and office security

Pdf'd files and e-mail transactions

Retention period?

Duration of business transactions + 7 years

Media method Storage?

H/C and electronic

Secure storage. locations and password protected electronic locations

GDPR External – Suppliers – Purchasing Data

Data/info collected?

Name

Address

Tel

e-mail

Contact/phone

Bank Details

Who is collecting it?

Authorised Source Admin Staff only

How is it collected?

Supplied by the supplier during business transactions

Why is it being collected?

To enable contact with the supplier for purchasing details and for payment to the supplier

How will it be used?

To contact the supplier with purchasing details and to pay the supplier

Who will it be shared with?

Authorised Source Admin Staff only

Source Accountants

Identity and contact details of any data controllers?

Company Secretary

info@s-eng.co.uk

01752 698698

Details of transfers to third country and safeguards?

No transfers to third countries

Retention period?

Duration of business transactions + 7 years

Media method Storage?

H/C and electronic

Secure storage. locations and password protected electronic locations