



SPHFarms,
Wrekin View farm, New works,
Huntington, Little wedlock,
TF6 5AP

Privacy Notice

GDPR & DPA 2018

Due to the new General Data Protection Regulations (GDPR) which take effect from **25th May 2018**,

We are required to inform you of what data we hold and how the data is handled/stored. This will ensure that we are compliant with the new regulations.

For the purposes of our trading relationship we hold some or all of the following information:-

- Company name
- Company address
- Secondary addresses (where applicable)
- Contact details (telephone numbers, Fax numbers & email addresses)
- Employee names (where applicable)
- Bank details (in some cases)
- Trading history (job descriptions, prices)
- Credit checking (where applicable)

The data is gathered from prior trading activities and on-going business, received either verbally, in writing or electronically. The data is stored in paper form and on our computer system at our secure offices. Our server is internal only, it is not accessible over the internet and is username and password protected and protected by our internal firewalls. All data held will be for internal use only and used only for the purpose of our trading activities. We will never give your data to 3rd parties unless we are legally obliged to do so or you request us to do so. Any data passed to these parties will be conducted within the GDPR guidelines and will only be data relevant to our trading activities.

If you have any issues/queries regarding the above please contact

info@sphfarms.co.uk