

Privacy Notice

This notice sets out how Bishopsgate Specialist Installations collects personal and corporate information, how we use it and the steps we take to protect any data collected.

Bishopsgate are committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified, then you can be assured that it will only be used in accordance with this privacy notice.

Bishopsgate regularly review and update this notice in line with the services we deliver. You should check this page from time to time to ensure you are happy with any changes.

This policy is effective from 25/05/18.

What information do we collect?

Once you become a customer of Bishopsgate Specialist Installations, we collect personal or corporate identifiable data. We only collect data which is deemed completely necessary for us to perform business services as contracted by our customers.

We may collect the following information:

- Name and job title
- Delivery address
- Telephone number
- Personal e-mail address

How do we use this information and what is the legal basis for this use?

We process the personal data listed above for the following purposes:

- As required to establish and fulfil a contract with our customer to collect or deliver goods or services.
- This may include communicating with you, providing customer services, billing and arranging the collection or delivery of goods or services. We require this information in order to enter into a contract with you and are unable to do so without it;
- To comply with applicable law and regulation;
- In accordance with our legitimate interests in protecting Bishopsgate's legitimate business interests and legal rights, including but not limited to, use in connection with legal claims, compliance, regulatory and investigative purposes (including disclosure of such information in connection with legal process or litigation);
- We may use information you provide to personalise (i) our communications to you; (ii) our website; and (iii) services to you, in accordance with our legitimate interests;
- We may use your information to invite you to take part in our survey. An invitation will only be sent where you have given your consent to receive it.

Security

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclose, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect.

With whom and where do we share your personal data?

Our logistics processes sometimes require us to share data with other areas within our network, in order for them to commence or complete the logistics process. In such cases data is handled in a secure manner and used only for the purposes for which it is intended. In all cases compliance with GDPR is maintained.

Personal data may be shared with government authorities and/or law enforcement officials, if mandated by law or if needed for the legal protection of our legitimate interests in compliance with applicable laws.

How long will we keep your personal data?

We will not keep your personal information for any longer than is necessary in relation to the purpose. We are also required to retain certain information as required by law or for as long as is reasonably necessary to meet regulatory requirements, resolve disputes, prevent fraud and abuse, or enforce our terms and conditions.

What are my rights in relation to my personal data?

You have the right to ask us not to process your personal data for marketing purposes. You can exercise your right to prevent such data processing by checking certain boxes on the forms we use to collect your data or by contacting us.

Where you have consented to us using your personal data, you can withdraw that consent at anytime. You have the right to ask us to provide a copy of any personal data we hold about you. If the information we hold about you is inaccurate or incomplete, you can notify us and ask us to correct or supplement it.

If you have a complaint about how we handled your personal data, you may be able to ask us to restrict how we use your personal data while your complaint is resolved. In some circumstances you can ask us to erase your personal data (a) by withdrawing your consent for us to use it; (b) if it is no longer necessary for us to use your personal data; (c) if you object to the use of your personal data and we don't have a good reason to continue to use it; (d) if we haven't handled your personal data in accordance with our obligations.

Website cookies and links

A cookie is a small file which asks permission to be placed on your computer's hard drive. Once you agree, the file is added and the cookies help analyse web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences.

We use traffic log cookies to identify which pages are being used. This helps us analyse data about web page traffic and improve our website in order to tailor it to our customer needs. We only use this information for statistical analysis purposes and then the data is removed from the system.

Overall, cookies help us provide you with a better website, by enabling us to monitor which pages you find useful and which you do not. A cookie by no way gives us access to your computer or any information about you, other than the data you choose to share with us.

You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website.