



PRIVACY POLICY STATEMENT

FDS Group is committed to ensuring that your privacy is protected. When we request certain information by which you can be identified, you can be assured that it will only be used in accordance with our privacy statement.

This policy is effective from the 25th May 2018 which may be subject to change and you will be advised accordingly.

We may request the following details but not necessarily all those listed below:-

- Name and job title
- Organisation
- Organisation address and telephone number
- Direct telephone number
- Mobile number
- E-mail address
- Company insurance details
- Company banking information
- Company registration/National insurance number
- UTR number
- VAT registration number

This information will be used for

- Internal record keeping
- To enable us to contact customers, suppliers and sub-contractors by telephone/e-mail/postal address for work related and account related matters

The company is committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, the company has put in place, suitable physical, electronic and managerial procedures to safeguard and secure the information the company holds.

Your information will be held for as long as is necessary for the purposes of relevant tax/revenue laws and dispute resolution compliance.

You may request details of personal information which we hold about you under the General Data Protection Regulation (GDPR), which will be forwarded to you within 30 days of your request. If you would like a copy of the information held on our records – please request so in writing.

If you believe any information we are holding on you is incorrect or incomplete, please write to or email us as soon as possible at the above address. We will promptly correct any information found to be incorrect.

SIGNED.....
Mr Nick Waterfield, Managing Director.

DATED..... 31/01/20
Valid until 31st January 2021