

GDPR COMPLIANCE STATEMENT

Our contact details

Name: Shawston Group Limited and Shawston International Limited

Address: Office 34, The Forum, Tameside Business Park, Denton, M34 3QS

Phone: 0161 336 3818

Email: hr@shawston.co.uk

URL: www.shawston.co.uk

Revision date: January 2023

The type of personal information we collect

We currently collect and process information about the following groups of people:

- Visitors to our website and or social media outlets
- Customers, Prospective Customers, Suppliers and Prospective Suppliers
- Job applicants, our current and former employees

We currently collect and process the following information:

- Personal contact details such as name, address, phone number, email address.
- In the case of our employees, we will also collect bank details, next of kin information, NI numbers and other essential information.

How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons for the sole purpose of either doing business with us or working for us.

We use the information that you have given us in order to transact business in a fair and lawful manner, and in order to be a caring and compliant employer.

We may occasionally share this information with our financial and / or legal advisors, but only for the purposes of transacting business legitimately and complying with all other relevant legislation.

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

- (a) Your consent. You are able to remove your consent at any time. You can do this by contacting hr@shawston.co.uk
- (b) We have a contractual obligation.
- (c) We have a legal obligation.
- (f) We have a legitimate interest.

Shawston Group Limited

Shawston Head Office, Office 34 The Forum, Tameside Business Park, Windmil Lane, Denton M34 3QS

Company Registration No: 14151561

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How we store your personal information

Your information is securely stored.

We will keep customer / supplier information for the period that the business continues between us, and for 2 and a half years thereafter. At this point the information will be archived.

When we are informed that an individual has ceased to be employed by a customer or supplier, we will remove their details from our system.

We will keep employee application information for the duration of their employment with us. In the event they are unsuccessful with their application, we will keep their information for 6 months after their application has been declined.

Your data protection rights

Under data protection law, you have rights including:

- **Your right of access** - You have the right to ask us for copies of your personal information.
- **Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- **Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.
- **Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

- **Your right to object to processing** - You have the right to object to the processing of your personal information in certain circumstances.

- **Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

How to contact us

If you have any concerns about our use of your personal information, you can make a complaint to us at hr@shawston.co.uk

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