



GDPR: DATA PRIVACY NOTICE FOR CLIENTS AND SUPPLIERS

Medway Security Wholesale Limited & Medway Security Distribution (Belfast) Limited ("We") are committed to protecting and respecting your privacy.

This policy together with our terms of use <http://medwaysecurity.co.uk/cookie-and-privacy-policy> sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it.

The rules on processing of personal data are set out in the General Data Protection Regulation (the "GDPR").

1. Definitions

Data controller - A controller determines the purposes and means of processing personal data.

Data processor - A processor is responsible for processing personal data on behalf of a controller.

Data subject – Natural person

Categories of data: Personal data and special categories of personal data

Personal data - The GDPR applies to 'personal data' meaning any information relating to an identifiable person who can be directly or indirectly identified in particular by reference to an identifier (as explained in Article 6 of GDPR). For example, name, passport number, home address or private email address. Online identifiers include IP addresses and cookies.

Special categories personal data - The GDPR refers to sensitive personal data as 'special categories of personal data' (as explained in Article 9 of GDPR). The special categories specifically include genetic data, and biometric data where processed to uniquely identify an individual. Other examples include racial and ethnic origin, sexual orientation, health data, trade union membership, political opinions, religious or philosophical beliefs.

Processing - means any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.

Third party - means a natural or legal person, public authority, agency or body other than the data subject, controller, processor and persons who, under the direct authority of the controller or processor, are authorised to process personal data.

2. Who are we?

Medway Security Wholesale Limited/Medway Security Distribution (Belfast) Limited is the data controller. This means we decide how your personal data is processed and for what purposes. Our contact details are: Unit B5, West Mill, Imperial Business Estate, Gravesend, Kent DA11 0DL For all data matters contact the Directors on 01474 358000.

3. The purpose(s) of processing your personal data

We use your personal data for the following purposes:

Services and transactions. We use your personal information to deliver services or carry out transactions you have requested, such as providing information on Medway Security's products, registering purchased products, processing product orders, handling warranty claims, replacing product manuals, answering customer service requests, facilitating use of our websites, and so forth.

Communications. With your permission, we may use your personal information to inform you of products or services available from Medway Security. When collecting information that might be used to contact you about our products and services, we will always give you the opportunity to opt-out of receiving such communications.

Employment Applications. In connection with a job application or inquiry, you may provide us with information about yourself, such as a resume or curriculum vitae. We will keep the information for future consideration unless you direct us not to do so.

4. The categories of personal data concerned

With reference to the categories of personal data described in the definitions section, we process the following categories of your data:

- Contact details, such as name, title, company name, e-mail address, telephone & fax numbers, and your physical address
- Information about your company and job function
- Your email preferences
- Financial information (Including Credit Card, Account Information & Credit Search)
- Details about orders for our products and services

More information on lawful processing can be found on the [ICO website](#).

5. Sharing your personal data

Your personal data will be treated as strictly confidential and will be shared only with Suppliers in order to respond to a request by you.

Disclosure in connection with transactions – We may disclose some or all of your personal information to financial institutions, government entities, and shipping companies or postal services involved with fulfilment.

We may disclose personal information if required to do so by law or in the good faith belief that such action is required to comply with legal requirements or with legal process served on us, to protect and defend our rights or property, or in urgent circumstances to protect the personal safety of any individual.

6. How long do we keep your personal data?

We keep your personal data for no longer than reasonably necessary and we only retain your data for the following purposes:

- For the period of product warranty to ensure goods can be traced
- For 6 Years as determined by current HMRC Tax Laws

7. Providing your personal data

You are under no statutory or contractual requirement or obligation to provide us with your personal data. But failure to do so may mean that we are unable to offer our full services.

6. Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data:

- The right to request a copy of the personal data which we hold about you;
- The right to request that we correct any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary to retain such data;
- The right to request that we provide you with your personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability), (where applicable i.e. where the processing is based on consent or is necessary for the performance of a contract with the data subject and where the data controller processes the data by automated means);
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data, (where applicable i.e. where processing is based on legitimate interests (or the performance of a task in the public interest/exercise of official authority); direct marketing and processing for the purposes of scientific/historical research and statistics).

7. Transfer of Data Abroad

We do not transfer personal data outside the EEA.

8. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions.

9. Changes to our privacy policy

Any changes we may make to our privacy policy in the future will be posted on this page and, where appropriate, notified to you by e-mail. Please check back frequently to see any updates or changes to our privacy policy.

10. How to make a complaint

To exercise all relevant rights, queries or complaints please in the first instance contact the Company Director at Medway Security, Unit B5, West Mill, Imperial Business Estate, Gravesend, Kent DA11 0DL

If this does not resolve your complaint to your satisfaction, you have the right to lodge a complaint with the [Information Commissioners Office](https://ico.org.uk/global/contact-) on 03031231113 or via email <https://ico.org.uk/global/contact->

[us/email/](#) or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF, England.