

General Data Protection Regulation (GDPR)

PRIVACY NOTICE

This document provides a privacy notice to allow data to be processed under a number of grounds and for a number of purposes.

The Company has both a legitimate interest in processing your personal data and it is necessary to process your personal data for the performance of your supplier's order or other agreement.

Privacy Notice

How your information will be used:

1. As a Customer or Supplier, the Company needs to keep and process information about you for the purposes of corresponding with and doing business with you. The information we hold and process will be used for our management and administrative use only. We will keep and use it to enable us to run the business and manage our relationship with you effectively, lawfully and appropriately, while you remain our customer or supplier. This includes using information to enable us to comply with the customer or supplier agreement for services, to comply with any legal requirements, pursue the legitimate interests of the Company and protect our legal position in the event of legal proceedings. If you do not provide this data, we may be unable in some circumstances to comply with our obligations and we will tell you about the implications of that decision.
2. As a company pursuing construction and design activities, we may sometimes need to process your data to pursue our legitimate business interests, for example to prevent fraud, administrative purposes or reporting potential crimes. The nature of our legitimate interests are for the purposes of your employment. We will never process your data where your own interests override these interests.
3. Much of the information we hold will have been provided by you, but some may come from other internal or external sources.
4. The sort of information we hold includes your company name and contact details, names of relevant contacts in the company, and other information that may have been provided or requested.
5. We do not sell personal information and we do not carry out profiling of your data. If you use our website, any data collected via Google Analytics or via the 'Contact' form will not be used for direct marketing or profiling purposes. Cookies have been placed on the website to make it better. You can change the cookie settings by clicking on the link at the bottom of the page.
6. Other than as mentioned below, we will only disclose information about you to third parties if we are legally obliged to do so or where we need to comply with our contractual duties to you.
7. We may transfer information about you to other group companies for purposes connected with your supplier order or the management of the company's business.
8. We do not foresee any circumstances where your information may be transferred outside of the EEA or to an international organisation to comply with our legal or contractual requirements.
9. If you cease being one of our customers or suppliers, we will delete your data from our records after 6 years. This is the recommended period as it covers the time limit for

bringing any civil legal action.

10. If in the future we intend to process your personal data for a purpose other than that which it was collected we will provide you with information on that purpose and any other relevant information.

Your rights:

11. Under the General Data Protection Regulation (GDPR) and The Data Protection Act 2018 (DPA) you have a number of rights with regard to your personal data. You have the right to request from us access to and rectification or erasure of your personal data, the right to restrict processing, object to processing as well as in certain circumstances the right to data portability.
12. You have the right to lodge a complaint to the Information Commissioners' Office if you believe that we have not complied with the requirements of the GDPR or DPA 18 with regard to your personal data.

Identity and contact details of the data controller and data protection officer:

3 Dimensions Ltd. is the controller and processor of data for the purposes of the DPA 18 and the GDPR.

If you have any concerns as to how your data is processed you can contact our Data Protection Officer, Lesley Burtenshaw at lesley@3dimensions.ltd.uk