



BMG

OFFICE EQUIPMENT



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DATA PROTECTION PRIVACY NOTICE

Please read this Privacy Notice. It relates to how we hold and process your information (data) and your rights.

We recommend that you retain this Privacy Notice for future reference.

BMG Office Equipment is registered with the Information Commissioners Office. Its registration number is Z739669X. The person responsible for data protection at BMG- Patti McGinley (gdpr@bmgoffice.co.uk). BMG Office Equipment is a "data controller". This means that we are responsible for deciding how we hold and use data about you. We are required under data protection legislation to notify you of the information contained in this privacy notice. We have a duty to keep your data secure and maintain your confidentiality and we will do so.

We will process your data on the lawful basis that this is pursuant to the contract between you as our customer and us as your product supplier. We do not envisage that we will need to process any special category data (being data relating to race, ethnic origin, political opinion, religious or similar beliefs, membership of trade unions, physical or mental health or condition, genetic data, biometric data, sexual life and orientation) or data relating to criminal convictions.

We will only process and use your data for the purpose of performing the contract we have entered into and not for any other purpose. Your data is held both on our computer systems. We have an obligation to keep this data accurate and we will endeavour to do so. Similarly, you are obliged to inform us of any data we hold that may no longer be accurate and we ask that you do so.

We only share a very limited amount of your data to third parties - this is for 3'd party deliveries where we use couriers; we consider this this is in the legitimate interests of our business.

Your data will be retained once the contract between us has ended within our CRM system. We hold a very limited amount of information relating to your contact details and purchasing history which we may use for the purposes of marketing (see below).

Your rights

You are entitled to request copies of the data we hold about you. You are also entitled to receive confirmation from us that we are processing your data, what that data is, and to ensure that your data is correct and ask for it to be rectified if it is not. In addition, you have the right to object to our processing your data and ask that it be deleted.

Marketing

As noted already, on the lawful basis that it is a legitimate interest of our business, we may retain your contact details indefinitely (being name, business name, address, contact number and email) for marketing purposes in order to keep you updated with information, including newsletters and details of events. This data may, in the future, be shared with a third-party marketing agent who will process the data on our behalf for these specific purposes. The data will not be shared with anyone else unless we have your specific consent to do so.

If you would like to exercise any of your rights or object to our marketing on the above basis, please email Patti McGinley . . . gdpr@bmgoffice.co.uk