



## **DATA PRIVACY NOTICE**

### **What is the purpose of this document?**

TEV Ltd is committed to protecting the privacy and security of your personal information. This privacy notice describes how we collect and use personal information about you during and after your working relationship with us, in accordance with the General Data Protection Regulation (GDPR). It applies to all employees, workers, contractors, customers and suppliers of ours.

TEV Ltd is a "data controller". This means that we are responsible for deciding how we hold and use personal information about you. We are required under data protection legislation to notify you of the information contained in this privacy notice. This notice applies to current and former employees, workers, contractors, customers and suppliers in respect of whom we hold personal data.

This notice does not form part of any contract of employment, a contract to provide products or services or any other contract. We may update this notice at any time. It is important that you read this notice, together with any other privacy notice we may provide on specific occasions when we are collecting or processing personal information about you, so that you are aware of how and why we are using such information.

### **Your personal data – what is it?**

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into their possession. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

### **Who we are?**

TEV Ltd including the divisions of Marstair and Quartz ("TEV") is the data controller, contactable at TEV Limited, Armytage Road, HD61QF or 01484405600, and [www.tevlimited.com](http://www.tevlimited.com). As a company, it decides how your personal data is processed and for what purposes.

### **How do we process your personal data?**

TEV complies with its obligations under the "GDPR" by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes: -

- To process orders and maintain a supply of goods within a contract.
- To maintain supplier relationships with whom we have a contract.
- For business continuity within all other 3<sup>rd</sup> party contracts.
- For Employees, to maintain payments / records / training / absence / H&S and due diligence.

## **Recipients**

TEV will not disclose your data to third parties unless previously agreed or required under a contract or if there is a legal requirement to do so.

## **Legal basis for processing your personal data?**

- **Contract.** The processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract.
- **Legitimate interests.** The processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data, in particular where the data subject is a child.
- **Public interest / official authority.** The processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.
- **Legal obligation.** The processing is necessary for compliance with a legal obligation to which the controller is subject.
- **Vital interests.** Processing is necessary in order to protect the vital interests of the data subject or of another natural person.
- **Consent.** The data subject has given consent to the processing of his or her personal data for one or more specific purposes.

## **Consent Withdrawal**

If you have given consent for your personal data to be used by TEV this can be withdrawn at any time by contacting the data controller, or, if relating to direct marketing, by using the unsubscribe option.

## **What Data may we process?**

The type of data we might process could include, email addresses, phone numbers, other contact details, payment account details, addresses (Including home address for employees), photos, social media and any other information deemed necessary for the continuation of business.

## **Source of personal Data**

The source of any personal data we hold will be from contracts or legitimate interest, unless you have given consent as the data subject for us to hold this.

## **Transfers outside the EU**

Your personal data will be treated as strictly confidential and will not be transferred outside the

EU in line with the GDPR. If this should be necessary for any reason, TEV will seek permission before any transfer.

### **How long do we keep your personal data?**

All data with relation to personal emails and correspondence will be kept for up to 10yrs, Payroll, tax, Health & Safety data will be kept in line with our legal obligation.

### **Direct Marketing**

We use email, phone and social media as direct marketing methods but this is on an opt in basis. Consent would be given which can be withdrawn at any time either by an un-subscription option or by contacting the data controller directly.

### **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 your personal data held by TEV;
- The right to request that TEV corrects 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 for TEV to retain such data;
- The right to withdraw your consent to the processing at any time;
- The right to request that the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability);
- 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;
- The right to lodge a complaint with the Information Commissioners Office.

### **Complaints**

For any further complaints that have not been dealt with by the company, the supervisory authority the Information Commissioner's Office can be contacted.

For further information please see our privacy policy, website and cookies policies available to view and download from our website.

[www.tevlimited.com](http://www.tevlimited.com)