

# Privacy Policy

## Saint Anns Sheet Metal Company Limited

### 1. Introduction

Saint Anns Sheet Metal Company Limited ("we", "our", or "us") is committed to protecting the privacy and security of personal data in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

This Privacy Policy outlines how we collect, use, store, and protect personal data and explains your rights regarding any personal information we hold about you.

### 2. Who We Are

Saint Anns Sheet Metal Company Limited is a precision sheet metal fabricator based in the United Kingdom. We act as the data controller in respect of any personal data collected in the course of our business operations.

### 3. What Personal Data We Collect

We may collect and process the following types of personal data:

- Name, job title, and contact details (including email address and phone number)
- Company name and business address
- Financial and payment information
- Details of enquiries, orders, and communications with us
- Website usage data (IP address, browser type, pages visited, etc.)

We only collect personal data that is necessary for the purposes set out in this policy.

### 4. How We Collect Personal Data

We may collect personal data in the following ways:

- Directly from you (e.g. when you make an enquiry, place an order, or communicate with us)
- From publicly available sources (e.g. Companies House, websites)
- Automatically through our website using cookies or analytics tools

### 5. How We Use Your Personal Data

We use personal data for the following purposes:

- To provide goods and services
- To respond to enquiries and communicate with clients and suppliers
- To manage and fulfil orders and payments
- To maintain internal records and comply with legal obligations
- To improve our website and services

We do not use personal data for profiling or automated decision-making.

## **6. Legal Basis for Processing**

We process personal data under one or more of the following legal bases:

- Contractual necessity – to perform our contractual obligations
- Legal obligation – to comply with applicable laws and regulations
- Legitimate interests – for our business operations, provided these do not override your rights
- Consent – where you have given us specific consent (e.g. for marketing communications)

## **7. Sharing Personal Data**

We may share personal data with:

- Service providers acting on our behalf (e.g. IT support, accountants)
- Regulatory authorities or legal bodies where required
- Third parties in connection with business transfers or restructures

We do not sell or rent personal data to third parties.

## **8. International Transfers**

We do not routinely transfer personal data outside the UK. If such transfers are necessary, we will ensure that appropriate safeguards are in place.

## **9. Data Retention**

We retain personal data only for as long as necessary to fulfil the purposes for which it was collected, or as required by law. Data will be securely deleted when no longer needed.

## **10. Your Rights**

Under UK data protection law, you have the following rights:

- Right to access your personal data
- Right to rectify inaccurate data
- Right to erase your data ("right to be forgotten")
- Right to restrict or object to processing
- Right to data portability
- Right to withdraw consent (where processing is based on consent)
- Right to lodge a complaint with the Information Commissioner's Office (ICO)

## **11. How We Protect Your Data**

We implement appropriate technical and organisational measures to protect personal data against unauthorised access, loss, or disclosure. These include secure systems, restricted access, and staff training.

## **12. Contact Us**

If you have any questions about this Privacy Policy or your personal data, please contact us.