

## GDPR 95/46 POLICY

EDS Roofing Supplies (Midlands) Limited complies with the GDPR 95/46 legislative directive.

As a company engaged in seller/purchaser relationships it is necessary for EDS Roofing Supplies (Midlands) Limited to hold information in either paper and/or electronic format that is applicable to a supplier/customer business relationship. The information held relates purely to that necessary to undertake such a business relationship. No information is held concerning: - a person's DOB, Age, Sex, Religion, Marital Status, Personal Associates or other such information of a personal nature.

All information held is done so for the minimum period of time as required by legislation or if after such a requirement, the period of time that the supplier/customer relationship continues unabated for plus allowing for an additional period thereafter sufficient in time for the relationship to re-commence.

All information held is stored in appropriate storage containers applicable to the format it is held in.

Access to the information held is only available to personnel of EDS Roofing Supplies (Midlands) Limited and/or any necessary third parties e.g. IT Support, Company Accountants, HMRC, etc. Access to this information is limited to an individual dependent upon the specific information the individual requires in order to perform the duties of their employment at the specific moment in time the information is required. No one individual at any one time has access to the entire information held by EDS Roofing Supplies (Midlands) Limited.

Unless legally obliged to do so the information EDS Roofing Supplies (Midlands) Limited holds will not be passed to a third party without consent of the person/company the information is about.

Should the person/company the information is about wish to see the information we hold specifically on them, the person/company the information is about must submit a written request to EDS Roofing Supplies (Midlands) Limited head office asking for the afore information.

Should the person/company the information is about wish to have the information we hold specifically on them amended, the person/company the information is about must submit a written request to EDS Roofing Supplies (Midlands) Limited head office asking for the afore information.

A Data Protection Officer is not required by EDS Roofing Supplies (Midlands) Limited due to the company having less than 250 employees, employing fewer people where the processing carried out is likely to result in a risk to the rights and freedoms of individuals, is not occasional, or includes Special Categories of Data, such as information on health, religion or sexual orientation.