

Statement

John Morfield Limited understands that your privacy is important to you and that you care about how your personal data is used. We respect and value the privacy of all of our customers and suppliers and will only collect and use personal data in ways that are described here, and in a way that is consistent with our obligations and your rights under the law.

The business and personal information that we collect includes: Company Names, Company Addresses, Employee Names and Titles, Telephone Numbers and Email Addresses, Company Registration Number, Company VAT Registration Number, Company Bank Account Details, Additional information may be collected from companies who apply for a credit account.

Data Protection states that we are permitted to use and share your personal data only where there is a legitimate reason to do so:

Contract - your personal information is processed in order to complete a contractual arrangement, for example sales enquiries, quoting, ordering, notifying you of any order updates, delivering goods, invoicing, and making payments and remittances.

Legitimate Interests - To allow us to manage your account and supply our products and services to you in the most secure and appropriate way. For example transferring your data to certain Third Party's such as filter manufacturers, credit agencies when opening credit accounts and delivery carrier companies.

When we process orders your personal contact information may be included. Data is stored on secure servers and backed up daily. Printed documentation is kept in our offices and then transferred to a secure archive document storage area. For legal requirements we will retain this order history for 7 years. After such time the data will be securely destroyed using a 3rd party data security company that is GDPR compliant.

We will not sell or share any of your personal data with third parties for any purposes, other than to carry out the contractual arrangement, including: Product suppliers and manufacturers: - John Morfield will pass sufficient information to suppliers and manufacturers in order to assist with the progress of orders and sales enquiries, and where direct contact is beneficial; Delivery Carriers – John Morfield will pass sufficient information to carriers to enable delivery of your orders; IT Companies – John Morfield works with suppliers who support our website and other business systems, in a safe and trusted manner; Payment processing – We work with trusted third party payment processors, to securely make and receive payments. Credit card details are not retained. In some limited circumstances, we may be legally required to share certain personal data, which might include yours, if we are involved in legal proceedings or complying with legal obligations, a court order, or the instructions of a government authority.

We have security systems in place to protect our electronic data, such as firewalls, anti-virus software, password protected files and ensuring our systems are up to date and current.

For further information, the full GDPR Privacy Policy is available on request by contacting our Data Protection Officer by email DPO@johnmorfield.co.uk or telephone 01642 760555.