

## **CLIFTONGRADE LTD - GDPR SUMMARY**

### **Types of data we hold:**

Names and addresses  
Various supplied email addresses and phone numbers  
Photo identification - driving licences, passports and utility bills  
Banking details - BACS information and card receipts  
VAT numbers, waste carrier licence numbers and other company numbers  
Vehicle registration numbers  
CCTV footage  
Employee data

### **What we use the data for:**

Legal compliance  
Accounting records  
Proof of payment  
In the event of inspection by Police, Environment Agency or HMRC  
Day to day running of the business

**NO DATA STORED WILL BE PASSED ON TO THIRD PARTIES UNLESS FOR A LEGAL PURPOSE  
(POLICE/HMRC/ENVIRONMENT AGENCY)**

**DATA IS OBTAINED PURELY FOR LEGAL COMPLIANCE OR LEGITIMATE BUSINESS INTEREST**

### **How we keep your data safe:**

All computers are password protected  
Computer programs are password protected  
Email accounts are password protected  
Bank requires card and pin for login  
It is a disciplinary offence to share personal data outside the organisation  
Accounting records are stored in a lockable room  
Any waste paper containing confidential information is shredded on site  
Out of opening hours the site is locked and alarmed with CCTV recording

### **Control over your personal data:**

You can submit a request to find out what information we hold about you  
You can request we delete your personal data unless we are legally required to keep it  
SMDA 2013 requires us to keep photo identification for three years  
HMRC requires us to keep accounting records for seven years

### **If you have any questions please contact us....**

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