



## **GDPR Assurance Statement and Privacy Policy G J Bryant**

### **How we store information:**

We take data protection seriously and ensure that we have the appropriate means to store physical and digital data securely. All digital information is stored on password protected secure devices and all physical information is held in locked alarmed areas. We keep the minimum amount of data necessary to conduct business with you and limit the accessibility of such data to the individuals necessary to be able to conduct such business.

### **Information we hold about you:**

Company name and address (including all site locations)  
Company contacts (such as sales representatives, accounts, parts etc.)  
Various email addresses as supplied by you  
Various telephone and fax contact numbers as supplied by you  
VAT number (if applicable)  
Bank account details (suppliers only) so we can make payment

### **How we use your information:**

Under Articles 13 & 14 of the GDPR you have the right to be informed about how the data we hold is being used.

We take your privacy seriously and will only use your information to provide you with information relating to trading with us, such as quotes, invoices and general correspondence in relation to Stay Sharp Turfcare Ltd.

The information we hold about your company allows us to hold up to date accounts and payment purposes.

We never share any of your data with third party companies other than for legitimate reasons, for example a courier needing contact details for delivery of items or machinery.

If necessary we may disclose your details for legal reasons i.e. to fraud prevention agencies, credit check companies, however all information passed on will be conducted within GDPR guidelines and for the purposes of trading.

We will never sell or pass your data to third parties.

Under Article 15 of the GDPR you have the right to request to access the data we hold about you. Please contact us if you would like to request this.

If you wish to be removed from our records and opt out of receiving any information from us then contact us and we will remove all data we hold.

PO Box 1053, Hemel Hempstead, Hertfordshire, HP3 8WY  
Tel: (01442) 270531 Mobile: (07795 973200)  
Email: [contact@stay-sharp.co.uk](mailto:contact@stay-sharp.co.uk) [www.stay-sharp.co.uk](http://www.stay-sharp.co.uk)