

PRIVACY POLICY for Adams Home Centre Ltd, T/A Adams Gas

Version 1.0 26/07/2018

CUSTOMERS

1. The personal information we hold is your name, address, telephone number and e mail address. This information is used only to help process your order
2. As a matter of policy, Adams Gas does not disclose buyers' information to third parties. We may purely, for our own promotional purposes, communicate offers to you from time to time. Should you not wish to be contacted in this manner, please e-mail us at orders@adamsgas.co.uk
3. We do not store credit card details
4. This information is only disclosed to employees of Adams Gas and contracted processors, for example our stockist who would need to be disclose this information so that they can help with you order.
5. Your personal information is held for business reasons, order processing, and vat and cylinder agreements.
6. We do not use your data for any automated decision making or profile
7. We will update personal data to correct errors when you tell us about them.
8. You can ask us about your personal data we hold, and we will show you

WEBSITE

1. Information collected from the website is used to deal with your request or orders, and we need to know who you are and how to contact you.
2. That information will only be share by Adams staff and our stockist who would help to deal with your request or order.
3. The legal basis for the processing your data is 'contract' you are entering into a contact to use the website, and we are contracting to make that possible, any cookies are necessary for this contact. Your browser may additionally ask for your consent to use cookies on the website, by logging in you enter into a contact for which cookies are required, consent to cookies being used is an artefact of web browsers.
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SUPLERS

1. We hold information about our suppliers such as, name, address, telephone number, and e mail address, to enable us to contact them.
2. This information is only disclosed to employees of Adams Gas and stockist also agency who send mail out for us, it is possible we might need to disclose this information for legal purposes
3. Supplier are not to give Adams Gas information to a 3 party without consent from Adams gas
4. As a matter of policy, Adams Gas does not disclose supplies information to third parties. We may purely, for our own promotional purposes, communicate offers to you from time to time. Should you not wish to be contacted in this manner, please e-mail us at orders@adamsgas.co.uk

EMPLOYEES

1. We hold information about employees of Adams gas to enable us to employ, pay and manage your work. we might also hold information about your next of kin in case of emergencies
2. While you work with Adams Gas we will keep information about your time and attendance, this also used to keep you safe in case of fire
3. We hold information about your recruitment, and about your training and development and performance.
4. We also use security cameras for security purpose
5. Next of kin information if kept, is destroyed when you stop working with Adams gas, other records are held for longer, including the dates of your employment so we can provide references.
6. This information is not normally disclosed to anyone expect department mangers
7. In case of a dispute or for legal purpose, we may need to disclose this information to the authorities or to other legal professionals
8. The legal basis for processing your data is 'contract' whilst you are an employee sometimes 'legal requirement' such as payroll. Where we would hold next of kin information, it is based on consent.
9. You can ask to see the personal data we hold about you
10. We will update the personal data to correct errors when you tell us about them

BUSINESS CONTACT DETAILS

1. Business contact details such as, name, address, telephone number, and e mail address, to enable us to contact them.

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2. As a matter of policy, Adams Gas does not disclose business contact information to third parties. We may purely, for our own promotional purposes, communicate offers to you from time to time. Should you not wish to be contacted in this manner, please e-mail us at orders@adamsgas.co.uk

Adams Home Centre Limited

is registered with the information Commissioner's office under

registration reference

ZA183800