

INFORMATION WE HOLD-PERSONAL DATA

General statement

The personal data we hold is as follows:

Personal customer information stored in locked filing cabinets including order details, pricing, customer addresses, phone numbers and emails.

Personal customer information stored in locked card files, including names, addresses, phone numbers and emails.

Personal customer information stored on computer system in Outlook contacts same as above. Password locked.

Personal customer information stored on computer in Cashflow Accountancy package including names, addresses, phone numbers, emails, prices paid, products sold. Access username and password locked.

Debit/credit card details and unwanted customer information is shredded.

Office is locked. Main office entrance locked.

This information is only accessible by members of staff. Staff members below:

Louise Stewart
Simon Stewart
Eve Culver
Jeannette Dangerfield

