

DATA PRIVACY NOTICE

AlphaFence is a fencing contractor – it supplies and installs fences and gates throughout the UK. In order to carry out its business AlphaFence collects and processes data lawfully (under GDPR) for the legitimate and exclusive use in its operations. AlphaFence limits the data collected solely to that which is necessary for it to administer its business operations. AlphaFence does not collect or process any personally sensitive (special category) data.

Those from whom data is collected are referred to as 'data subjects'. These data subjects fall into three categories:

1. Customers, from whom we collect their addresses, key contact details, and information about their operations and business activities, and their credit rating, etc, in order for us to sell to them and establish trading terms.
2. Suppliers, from whom we collect their addresses and key contact details, and information about their operations and business activities, including their bank details, etc, in order for us to buy from them and pay them.
3. Employees, from whom we collect their names and addresses, national insurance number, driving licence, and bank details, etc, in order to manage and pay them.

AlphaFence alone collects this data through direct interaction with the above data subjects, namely:

1. Customer information, during their initial contact with our company, typically through requests for quotations, via telephone, post, email, text, social media, and/or AlphaFence's website.
2. Supplier information, through their own direct solicitations to do business with our company (via post, mail, web, etc as above), or obtained from the public domain (internet), trade press, trade shows, etc.
3. Employee information, freely given in person when their employment commences, and subsequently if their circumstances change.

The data collected is retained for the minimum period necessary, i.e. for as long as AlphaFence has a legitimate business relationship with the data subject, plus an additional period as may be required in law, e.g. keeping records for HMRC.

AlphaFence ensures that all data is stored securely and confidentiality, and ensures that it can only be viewed or altered by personnel with the appropriate authority. The data is not shared, processed, sold or otherwise transferred outside the organization (except for backup purposes). Backups are encrypted in transit and at rest.

AlphaFence acts as both Data Controller and Data Processor as defined in the GDPR.

Data subjects have the right to view the information held about them and, if necessary, to request their data to be updated, corrected or deleted. If they have any concerns about the organization's management of their personal data they are encouraged to contact the company directly (address below). The company has a formal policy and process to support data subject access requests. If they are not satisfied, or in any case, they also have the right to contact the Information Commissioner's Office.

AlphaFence's Managing Director (MD) Bernard KilBride is the named person with responsibility for data management and information security, and for reviewing this policy annually (or sooner if there is a business or legislative need).

Policy notice dated: 31st October 2020

Policy review by: 30th October 2021

For further information please contact: Mr Bernard KilBride. AlphaFence, The Granary, Ty Coch, Upper Llanover, Abergavenny, NP7 9LA. 01873 880784. info@alphafence.co.uk