

**Woollacott Gears Limited,  
Llay Hall Industrial Estate,  
Cefn-Y-Bedd,  
Wrexham  
LL12 9YG**

## **Privacy Notice**

The General Data Protection Regulation (GDPR) comes into action on the 25<sup>th</sup> May 2018, which aims to protect the privacy of all EU citizens and prevent data breaches.. AEL Flexaulic Limited and Woollacott Gears Limited are committed to complying with all relevant aspects of the GDPR to keep your information safe and private.

We are working with you in a business capacity and you agree that as such by and large you are not providing data which relates to you as an individual or any data in respect of your personal life.

The only personal data we hold is in relation to the individual's business contact details, such as Company website address, email address, land line and/or mobile numbers etc..

### **How we use and store your Data**

All personal data is processed and stored securely for no longer than is necessary in light of the reasons for which it was first collected.

Our use of your data will always have a lawful basis, either because it is necessary for our performance of a contract with you, because you have consented to our use of your personal data or because it is in our legitimate interests. Specifically we may use your data for the following purposes:-

- 1) To provide and manage contact via email, mail or verbal requests.  
We will not send you any unsolicited marketing or spam and will take all reasonable steps to ensure that we fully protect your rights and comply with our obligations under GDPR.

- 2) Supplying our products and/or services to you, or you to us.

We are required by UK tax law to keep your basic personal data (name, address and contact details) for a minimum of 6 years after final invoices. After 6 years all paper copies will be destroyed and information on our system will be archived securely.

## **Sharing your Data**

AEL Flexaulic Limited & Woollacott Gears Limited do not sell or share, for marketing purposes, our customers email lists and will only transfer your data to third parties that may be involved in the sub-contract chain, such as delivery of goods and our factor accounts. In many circumstances you would be fully aware of other parties in the supply chain prior to your contact information being disclosed.

In certain circumstances, we may be legally required to share certain data held by us, which may include your personal data, for example, where we are involved in legal proceedings.

We do not transfer your data outside of the EU.

## **Your Rights and Access**

If you are happy for us to retain your information, you need to take no action. If we do not hear from you in writing we will assume that you are happy for us to hold this information.

You do have the right to withdraw consent.

If you have any queries or concerns, or wish to withdraw your consent at any time, please contact us by phone or email as provided below.

Phone: 01978 761848

Email: [info@woollacottgears.co.uk](mailto:info@woollacottgears.co.uk)

You have the right to complain to the ICO if you think there is a problem with the way we handle your data.

We very much value our working relationship and look forward to continuing to work with you.