



# GDPR POLICY

In line with GDPR regulations Richardson Promotional Goods Ltd is permitted to hold and store your personal data as you are a contact affiliated with a company or organisation that has a business account with us.

For the reasons of legitimate interests these contact details are retained for marketing purposes and business transactions only.

We hold and store your name, business address, business telephone number, business mobile number and business email address in our central database. We do not store any banking details in any database. Following the completion of any transaction, banking details are destroyed and disposed of safely and securely.

We only use your details for business purposes:

To continue to transact with you based on services we have provided previously  
For future business requests.

We collect your information in the following ways:

1. When you contact our sales team, who will then take your details in order to progress with your enquiry or transaction
2. With your consent when you positively complete the enquiry form on our website when enquiring about our products.

Your details are then input onto our GDPR compliant infrastructure and held securely within our offices. This information can only be accessed by a member of our team during working hours.

Our infrastructure is fully password protected.

Your data is only used by Richardson Promotional Goods Ltd and will never be sold or given to a third party.

At any time you are permitted to request that your data is removed from our database, with a right to be forgotten.

On any electronic marketing there is also a clear option to unsubscribe from all future marketing activities. We currently do not engage in electronic marketing.

We review our Privacy Notice on a regular basis which will be updated on our website if applicable.

Our accounts software is fully GDPR compliant and password protected.

If you have any queries on any of the above points, please contact our GDPR appointed officer, Ian Richardson on 01 9618169