

Privacy Policy

Our contact details

Name: Electrical Distribution Solutions Limited

Address: Unit B5 Hilton Trading Estate, Hilton Rd, Wolverhampton
WV4 6DW

Phone Number: 01902 494900

E-mail: info@electricalds.co.uk

The type of personal information we collect

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, name and contact details)

How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- The request to carry out works and services for your organisation
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We use the information that you have given us in order to accurately, assess the nature and extent of the works requested and to communicate with you

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are: **[delete as appropriate]**

(a) Your consent. You are able to remove your consent at any time. You can do this by contacting Andrew Porteous Director andrew@electricalds.co.uk

How we store your personal information

Your information is securely stored on the Electrical Distribution Solutions cloud based secure data server.

We keep Personal identifiers, contacts and characteristics for a period of 24 months from last contact

Tell people how or where you keep their personal information, how long you intend to keep it for and then how you intend to securely destroy or dispose of it. You need to do this for every type of information you hold.

We will then dispose your information by permanent erasure from our database

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at info@electricalds.co.uk or 01902 494900 if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at

Electrical Distribution Solutions Limited

Unit B5 Hilton Trading Estate, Hilton Rd, Wolverhampton

WV4 6DW

info@electricalds.co.uk

Tel no 01902 494900

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>