

## Phoenix Mecano Limited – Privacy Policy

The General Data Protection Regulation (GDPR) will come into force on 25<sup>th</sup> May 2018. Phoenix Mecano Limited is committed to the privacy of all individuals' personal data which we hold. The new law aims to increase the privacy protection of all UK and EU citizens. It will apply to all public and private organisations processing personal data.

Phoenix Mecano Limited will only process and retain the information under the following circumstances:-

### **Customers/Suppliers**

Information including your name and contact details, your company name and company details and information about your role in the company are collected when we receive an enquiry or order from yourself. Transaction, billing and delivery information is also collected and any interaction you have with a member of Phoenix Mecano Limited is recorded.

We rely on the legal bases, under data protection law to process your personal information because the processing is necessary to perform a contract with you and because we have obtained your consent (e.g. where you contact us with a query or where you place an order).

Phoenix Mecano Limited will not contact customers directly with marketing campaigns or surveys unless we have written consent to do so.

This policy may change from time to time in order to reflect changes in law, regulatory guidance or our data privacy protection in compliance with the law. When this happens and where required by law, we will update the policy as necessary and issue updates on our website.

### **Employees**

Personnel details shall be held for current and past employees required for the legal requirements of HR and Accounts Departments. The data will be held in line with the current legal guidelines set out by HMRC and HSE.

All data is stored on secured premises within locked cabinets. Any personnel files held electronically can only be accessed by HR and relevant management. Requests for copies of your data held can be made to the Data Manager.

Any requests that are manifestly unfounded or excessive, particularly repetitive may incur a reasonable fee.

Any previous employee is entitled to request their data is destroyed. The only data we will then hold is their name, date of birth, contact details and date of their employment with Phoenix Mecano Limited. Any request for data erasure must be made in writing to the Data Manager.

The legal requirement for data retention is as follows for previous employees:

All personnel data is to be held for 6 years after employment has ended or has been terminated. Once this period has been completed all documents relating to the employee will be destroyed.

Phoenix Mecano Limited  
26 Faraday Road  
Aylesbury  
Buckinghamshire  
HP19 8RY  
United Kingdom



☎ +44 (0)1296 611 660 ☎ +44 (0)1296 486 296 🌐 www.phoenix-mecano.co.uk

---

### **Where does Phoenix Mecano store my personal information and for how long?**

Phoenix Mecano Ltd is part of global corporation Phoenix Mecano AG based in Switzerland and trades around the world. Consequently, your personal information may be processed in countries outside of Europe. If we transfer personal data outside the European Economic area we will ensure that your privacy rights are adequately protected by appropriate safeguards.

We keep your personal information for as long as we need it for the purposes stated above. For example, where you have made a purchase from us, we will keep a record of your purchase for the period necessary for invoicing, tax and warranty purposes. We may also keep a record of correspondence with you (i.e. a complaint) for as long as is necessary to protect us from a legal claim etc.

Where we no longer have a need to keep your information we will delete it.

### **Contact Us**

For questions on this policy please get in contact with us at Phoenix Mecano Ltd by writing to our Data Manager at the above address or emailing [pburnham@pmgb.co.uk](mailto:pburnham@pmgb.co.uk).

You are also entitled to contact the UK Information Commissioners Office if you have any questions or concerns regarding your personal information.

Authorised by Mr R Bokaemper  
Managing Director

This policy was last updated in May 2018