

EDSI Privacy Policy

Our contact details

Name: European Wood Products Ltd T/A European Doorsets

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E-mail: Accounts@edsi.co.uk

WWW.edsi.co.uk

The type of personal information we collect

We currently collect and process the following information:

- Name
- Address
- Contact details (email and telephone numbers)
- Employee payroll data
- Training Data
- Employee Health Surveillance data
- Customer 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, core business processes:

- Employee Payroll
- Employee Health Surveillance
- Training
- Contact details for responses to enquiries and orders received

We also receive personal information indirectly, from the following sources in the following scenarios:

- DWP – with Deductions From Earnings Orders
- Health Surveillance providers following a health assessment

We use the information that you have given us in order to comply with legal obligations

We may share this information with our Payroll Services and Health Surveillance providers.

The information you provide to our Health Surveillance Service providers will be shared with us to enable us to fulfil a statutory obligation to monitor your health to prevent harm/damage.

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

(a) Your consent. You are able to remove your consent at any time. You can do this by contacting The Office Manager

(b) We have a contractual obligation.

(c) We have a legal obligation.

How we store your personal information

Your information is securely stored. Paper records are held in locked storage cupboard(s) Electronically held information is stored on secure network (intranet) in areas accessible only by authorised personnel.

We keep staff payroll details for 7 years to comply with legal requirements. We retain staff health details for 40 years to comply with legal requirements. We dispose of your information once it is no longer required by legal requirements. Paper files are shredded to protect confidentiality. Electronic files are deleted and any storage devices cleared of all data, in accordance with relevant regulations, before disposal.

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 the Office Manager 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 the Office Manager.

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>