

**SIDLOCKS OF GUERNSEY LIMITED**  
**Unit 9 Pitronnerie Complex, Pitronnerie Road, St. Peter Port, Guernsey, GY1 2RN**  
**Tel: 01481 713883 Fax: 01481 726800 Email: sales@sidlocks.com**

**Sidlocks of Guernsey**  
**Privacy Notice**

Following Sidlocks of Guernsey Limited ('Sidlocks') has always treated personal data about our customers, and supplies with the utmost confidentiality. The recent change within the Data protection landscape strengthens the data protection legislation and increases the responsibilities of those who process personal data. Sidlocks process your personal data with this privacy notice.

Sidlocks takes your privacy very seriously. Sidlocks will never sell your data. We will only retain your data for as long as necessary and for the purposes specified in this notice.

We collect your personal data for the nature of our business relationship with you, to facilitate ongoing contracts and in compliance of legal obligation, or by other legitimate business interests

**What personal data do we process and why?**

We have set out below the types of personal data that we process, the purpose for which we use it and the legal grounds on which we process it.

<b>Purpose</b>	<b>Examples of personal data (please note that this list is not exhaustive)</b>	<b>Legal grounds for processing</b>
To provide you with requested services	Name, Title, Contact details for Company representatives (including email address, postal address and telephone numbers  Your bank account details (if we need to pay you) or payment card details or bank transfer receipt (if you need to pay us)  Copy of cheque received (if applicable)  Company Registration details, Name and postal addresses, telephone numbers of Directors.	Performance of a contract
To evidence our compliance with legal requirements	Personal Contract or Personal Guarantee (if applicable)  Any information relating to dispute or legal proceedings (if applicable)	Compliance with a legal obligation
To keep you, our staff and property on our	CCTV images on our premises	Legitimate interests

premises secure		
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### What steps to we take to keep your personal data secure?

We will take all reasonable and appropriate steps to protect the security and integrity of all personal information provided to us. We use a variety of security technologies and procedures to help protect your personal details from unauthorized physical and electronic access.

### Access your data and other rights

You have the right to access any personal information that Sidlocks processes about you and to request information about:

- What personal information we hold about you
- The purpose of the processing
- The categories of personal data
- The recipients of whom the personal data has/will be disclosed
- How long we intend to store your personal data for
- If we did not collect the data directly from you, information about the source.
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If you believe we hold any inaccurate data about you, you have the right to ask us to correct the information and we will strive to do so as quickly as possible: unless there is a valid reason for not doing so, at which point you will be notified.

### Sharing and disclosing your personal data

We do not share or disclose any of your personal information without your consent, other than for the proposes specified in this notice or where there is a legal obligation to do so.

### Consequences of not providing your data

You are not obligated to provide your personal information to Sidlocks, however, as this information is required for us to provide you with our services and goods, and to comply with legislation, we will not be able to offer you our goods and services without it.

### How long will we keep your personal data?

We will retain your personal data for as long as is necessary to provide the relevant services, maintain business records to satisfy tax, legal and other regulatory requirements, and protect and defend against potential legal claims.

### Special Categories Data

Due to the nature of our business, Sidlocks will never need to process sensitive personal information (known as special category data) about you.

### Lodging a Complaint

If you wish to raise a complaint regarding the processing of your personal data or are unsatisfied with how we have handled your information, you have the right to lodge a complaint with the Data Protection Officer. If your complaint is not handled to your satisfaction, you have the right to lodge a complaint with the Office of Data Protection Commissioner in Guernsey

**Data Protection Officer:** Roy Kilpatrick