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w: www.bttg.co.uk w: www.shirley.co.uk 100 Years - A Century of Reassurance

Privacy Policy

- We are committed to protecting your privacy and the data that you supply us with.
- If you supply us with data as a customer or supplier it will only be used for the purpose for which it was supplied and where we have a legitimate interest.
- Your data will be kept confidential and will not be supplied to a third party except where we are required to do so by law, or in order to comply with the requirements placed on us as a Notified Body or Notified Laboratory.
- If we supply your data to a subcontractor you will always be informed in advance. We only use subcontractors from our approved suppliers list.
- If we subcontract work to you, we may need to inform our customer of your details.
- We will allow our accrediting bodies, such as UKAS, access to information whilst conducting an audit. They will not retain or process the information.
- We do not collect or retain any data from you when you visit our website.
- We will retain data for 10 years, or longer if there is a legal reason to do so.
- Some Certification schemes, UK Regulations, and European Directives / European Regulations place a duty of care on us to keep customers informed of changes in standards or performance requirements. We will use the data supplied to us to enable us to supply you with that information.
- We are represented on a wide range of British, European, and International standards committees. As part of our duty of care we may use the personal data that you have supplied to us to keep you up to date with any changes in standards, legislation and other regulations.
- As an individual you have a right to be forgotten. If you indicate that you do not wish us to contact you directly we will send information to the Company only.
- You have a right to be provided with a copy of any data we hold about you.
- You have a right to rectify any inaccurate data that we may hold about you.

If you wish to exercise these rights or have any questions please contact:

Keely Lockwood at Wira House, West Park Ring Road, Leeds LS 16 6QL or through onestopshop@bttg.co.uk

If you are unhappy with the way we process your data you may contact the Information Commissioners office. <https://ico.org.uk/>

