

ColourServe Data Protection & Privacy Policy

This policy is intended to set out the values, principles and policies underpinning this organisation's approach to Data Protection and Data Privacy. By implementing Data Protection guidelines thoroughly and fully the organisation aims to protect staff and customers whose data is maintained as part of their work or transactions with ColourServe Ltd.

Data definition

Data can be defined as both personal and business; generated by B2C (personal), via eBay & PayPal and B2B (business), via direct B2B transactions. ColourServe Ltd does not differentiate between these in the context of this policy.

Data retention

Data is only maintained for the use of accountancy and record keeping

Data usage

Data is not used for any marketing, advertising or other commercial purposes

Data sharing

Data is not shared with any third party, except for the purpose of accountancy (Hammond McNulty and HMRC)

Data maintenance

Data is maintained in accordance with our ISO9001 quality system and current GDPR guidelines

Data privacy

If you feel that you have any data being maintained by ColourServe Ltd following any transaction and you wish to either view it for it to be removed from our records, please contact us and we will support accordingly.

Signed:



Dated:

11/05/2018