# D&D Engineering (Hull) Limited Privacy Policy:

Our customer, consumer and supplier data are stored largely for our own internal purposes for future referencing and any potential means of contact which we may require. Data is maintained and handled in a secure way within our business and where possible shall not be leaked from within the company. We are aware of private and confidential information which enters our company through stakeholder communications, and the use of this is regularly monitored to comply with GDPR regulations. Select customer data is also visible for employees on a day-to-day basis due to the nature of their work, the use of this information however is carefully monitored and controlled within the company’s premises.

## Data we require:

* Addresses (physical and email) for contacting and deliveries/collection
* Phone numbers, direct lines, personal, and company phone numbers are necessary dependent on the size of the company
* Drawings, purchase & sales orders, invoices, previous emails, documents such as spreadsheets or letters

## Why we need this information:

We often require a lot of this information to process our orders regularly and to keep up to date with the on goings of the production area. Any personal data which is maintained through this activity is recorded and monitored within our system internally, in order to prevent any data being leaked. We require all of the above types of data to carry out day to day functional processes within the running of the company. Any data collected will be controlled in an organised manner.

## Data Disposal:

We will only ever maintain possession of data for up to 3 years, after this period any stakeholder data will be completely erased from our system and destroyed on a separate hard drive. This policy has been implemented as a part of GDPR guidelines to prevent any misuse or storage of data. Any data you may have stored with us for over the last 3 years, or any record of any data from over 3 years will be deleted on a quarterly basis.