

Data privacy statement for customers and suppliers

TGBN Ltd collects and handles data from our customers and suppliers in order to discharge our contracts and legal obligations. Specifically, we are required to provide contact details for our members representative to the Environment Agency under the Packaging regulations. The person with overall responsibility for data processing is Jane Mooney, Director.

The personal information that we hold is restricted to the contact information that you supply. We will only share your personal information outside the business when we need to meet legal requirements or discharge our contract with you.

- For packaging compliance members, we provide company contact information to the Environment Agency.
- Our accountant also has access to appropriate contacts in order to prepare the business accounts.

We are required to keep most business data for seven years in case HMRC wants to check our records.

In the context of personal data provided to discharge our contracts, data protection legislation provides the following rights for individuals:

1. The right to be informed. We are informing you through this notice.
2. The right of access. You can ask to see what data we hold about you.
3. The right to rectification. You can ask us to correct any errors.
4. The right to erasure. This does not apply to records that we keep to comply with other legislation and our contract with you.
5. The right to restrict processing. This does not apply to records that we process to comply with other legislation and our contract with you.
6. The right to data portability. You can ask for a copy of the data we hold about you.
7. The right to object. This is not applicable if it would frustrate the contract.
8. Rights in relation to automated decision making and profiling. We do not carry out automated decision making or profiling.

If you are unhappy with any aspect of our handling of your data, please contact Jane Mooney, Director. If we are unable to resolve your issues, you have the right to contact the Information Commissioners Office.

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The GBN is a brand name of TGBN Ltd.

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