

# GPDR Privacy Notice



## 1. Contact Details

Who is collecting and using your personal data?

Alpineplaza Limited trading as Arcs & Sparks whose registered office is Mayday Trust Park, High Street, Twerton, Bath, BA2 1DB.

Telephone number: 01225 789631.

Email: [arcsandsparksbath@gmail.com](mailto:arcsandsparksbath@gmail.com)

We will act as a "data controller" for any personal data that you provide to us. As such, we will ensure that the data given to us is processed in line with your rights under the UK General Data Protection Regulations and associated data protection laws currently applicable in the UK.

Please note that failure to provide your personal data may result in us not being able to provide services.

## 2. Why are we collecting your personal data?

An example of typical information we collect (but not limited to) is detailed below:

Customers:

Title, Name, Address, Postcode  
Company Name, Invoice Address  
Email, Telephone and Mobile Numbers

Suppliers:

Company Name, Address, Postcode  
Titles, Positions  
Email, Telephone and Mobile Numbers  
Website Address  
Branch Information  
Financial Information  
Bank Details

We are collecting your personal data for the following purposes:

- ◆ to enter into or perform a contract with you
- ◆ comply with a legal duty

## 3. We rely upon the following laws to process your personal data

- ◆ Contract: the processing is necessary for a contract with the individual, or because we have been asked to take specific steps before entering into a contract (eg provide a quote or estimate)

## 4. We will not share your personal data with other organisations.

In the unlikely event of non-payment or disputes, your personal data will be shared with Debt Collection Agencies / Solicitors / Courts.

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## 5. How long will we hold your personal data?

Alpineplaza Limited trading as Arcs & Sparks will retain your personal data for 6 years as required by law (e.g. records that may need to be inspected by HMRC).

## 6. Exercising your rights

Under the Data Protection Act 2018 and the UK General Data Protection Regulations you have the following rights:

- ◆ The right to be informed about the data we are collecting, how we use it, how long we keep it and if it is being shared with third parties.
- ◆ The right to request a copy of information that we hold about you
- ◆ The right to have inaccurate data rectified
- ◆ The right to be forgotten
- ◆ The right to object to the processing of your personal data
- ◆ The right to withdraw your consent to any processing that is solely reliant upon your consent

Should you wish to exercise any of your rights, you should contact us here:

Email: [arcsandsparksbath@gmail.com](mailto:arcsandsparksbath@gmail.com)

Please note these rights are not absolute and each request will be treated individually in accordance with the applicable laws.

## 7. Your right to complain

If you wish to complain about the way that your personal data has been handled by Alpineplaza Limited trading as Arcs & Sparks you should contact us here:

Email: [arcsandsparksbath@gmail.com](mailto:arcsandsparksbath@gmail.com)

Your complaint will then be investigated in accordance with our Complaints Procedure. If you remain dissatisfied with the way your personal data has been handled, you may refer the matter to the Information Commissioner's Office whose contact details are below.

Information Commissioner's Office:

Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Email: [casework@ico.org.uk](mailto:casework@ico.org.uk)