



JENCAN Ltd.

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22nd May 2018

JenCan Ltd GDPR / Privacy Policy – Effective date 25th May 2018

JenCan Ltd are committed to the privacy and security of all individuals' personal data which we hold. We are legally obliged to inform you of the personal data we hold and why and how we use that.

The information that JenCan Ltd holds for both customers and suppliers and why, is detailed below:-

Company Name – supplied by you for trading purposes

Addresses – supplied by you for trading purposes

Company Contacts – supplied by you for trading purposes such as response to orders/queries

Contact details of people employed by you – supplied by you for trading purposes in order to help with the day to day carrying out of business between you and JenCan Ltd

Email Addresses – supplied by you for correspondence to orders and queries

VAT number – supplied by you for trading purposes

Bank Details – Supplied by you for trading purposes

Registered Company Name – supplied by you for trading purposes

We are committed to protect the security and confidentiality of your personal data. We use appropriate and organisational measures in such manner that it will meet the requirements of the GDPR regulations.

We are required by UK tax law to keep your basic personal data (name, address and contact details) for a minimum of 6 years after final invoices to which time all paper copies are destroyed by shredding them and the information on our computer system is archived securely.

Generally, you may visit our website without providing us any personal information. However, if you are contacting us using our JenCan website contact form you will need to provide some personal information. This information is only used to contact you in regards to the enquiry you have made with us and not for direct marketing purposes.

Any queries you have about our GDPR compliance or requests for what data we store about you in particular can be made to nick@jencan.com

For and on behalf of JenCan Ltd

Nicholas Cann

Director – JenCan Ltd