

## **General Data Protection Regulation (GDPR)**

Incatext Limited is committed to protecting and respecting the privacy of our Customers and Suppliers. The rules on processing personal data are set out in the new Government Regulations 'General Data Protection Regulation' (GDPR) which will soon be required by law. These changes affect how we deal with your personal and company information.

Detailed information can be found in our 'Privacy Statement' on our website [www.incatext.co.uk](http://www.incatext.co.uk) under 'Resources'.

In basic terms we need to tell you the following:

### **The purpose of processing your personal data**

We use your personal and company information to manage our business relationship with you.

### **The categories of personal data concerned**

Primarily we use names, addresses, emails and phone numbers.

### **What is our legal basis for processing your personal data**

Contractual and legitimate business interests.

### **Sharing your personal data**

Your personal data will be treated as strictly confidential, and will be shared only with selected courier and support services in the administration of your order, HMRC and other Government agencies.

### **How long do we keep your personal data**

We keep your personal data for no longer than reasonably necessary while we have a business relationship with you and extended to cover any Legal or Government guidelines.

### **Providing us with your personal data**

We require your personal and company data as a requirement necessary to effectively manage our business relationships.

### **Your rights and your personal data**

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data; to view and / or amend information, to delete all information with some exceptions.

### **Further Information and how to make a complaint**

To exercise all relevant rights, queries or complaints please in the first instance contact our Sales Team via email; [sales@incatext.co.uk](mailto:sales@incatext.co.uk) or use our 'Get in Touch' link on our website [www.incatext.co.uk](http://www.incatext.co.uk).

If this does not resolve your complaint to your satisfaction, you have the right to lodge a complaint with the Information Commissioner's Office on 03031231113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF, England. Full details of GDPR and your rights are available on the (ICO) website <https://ico.org.uk/>.