



Dad In A Shed GDPR Statement

Dad In A Shed Limited hold key data about you and your organisation. The following document sets out what information we hold and how we use and store this data.

1. Information we hold

Dad In A Shed Limited store the following information about our customers:

- Titles, Forenames and Surnames
- Job Titles
- Departments
- Private or Professional Addresses
- Email Addresses
- Telephone Numbers
- Purchase history
- Financial history in the form of previous quotes, estimates and invoices

2. Where we store this information

Dad In A Shed use Sage Accounting for all quoting and invoicing. Your contact details are stored within Sage Accounting which is a fully secure system.

Your information is not stored locally, on Dad In A Shed's computer systems or in hard copy files.

The only exceptions to this is whilst we are processing orders or invoices, at which point single paper copies may exist within the Dad In A Shed office. However once the order is fulfilled these paper copies containing names and addresses are shredded.

Your address may also be stored electronically, in tablet/phone calendars, in the event of you requiring Dad In A Shed Limited to visit your site.

3. Your rights

Dad In A Shed Limited takes your rights over your information seriously, you are able to email Dad In A Shed Limited directly, contacting us at steve@dadinashed.com. Under GDPR legislation you have the right to;

- Be informed about what we are doing with your data
- The right of access to the data we hold about you
- The right to rectification of the data we hold about you
- The right to erasure of the data we hold about you
- The right to restrict processing of data we hold about you
- The right to data portability
- The right to object to us holding data about you
- The right not to be subject to automated decision making including profiling



If you wish to exercise any of these rights, please contact us by emailing steve@dadinashed.com.

Requests will be dealt with within one month of receipt, and will not be charged for. Refusal or charges will only apply to requests that are manifestly unfounded or excessive.

4. Lawful basis for processing your information

Dad In A Shed Limited will process the information described in section 1 under the following lawful circumstances, as they are applicable in our business:

- When providing you with a quote
- When invoicing you for your purchase
- When processing your purchase for delivery
- When sending you loan equipment
- When purchasing from you
- Providing you with email updates and marketing email communication
- When providing you with support, training or consultancy

5. How we collect your data

Your data may be collected in the following ways;

- Through the www.dadinashed.com website contact form
- At trade shows/exhibitions in hard copy or electronic copy
- Through email correspondence
- Over the telephone