

## BURNHAM STORAGE LTD – PRIVACY POLICY

### Introduction to Data Protection

We have an obligation under Regulation (EU 2016/679 of the European Parliament – the General Data Protection Regulation (GDPR) to provide you with the information about how and why we use your data. We recognise our obligations and your legal rights set out in the GDPR. We are committed to protecting and respecting your privacy by complying with the principles of the GDPR

### Who are “we”

In this policy, whenever you see the words ‘we’, ‘us’ or ‘our’ It refers to Burnham Storage Limited, a company incorporated in England and Wales with the registration number 07053911 whose registered office address is at Wick Road Business Park, Wick Road, Burnham-on-Crouch, Essex CM0 8LT

### Data Protection Officer

We do not have a Data Protection Officer, however for information and queries about data protection compliance please email [info@burnhamstorage.co.uk](mailto:info@burnhamstorage.co.uk) or telephone 01621 784579

### What is personal data?

Personal data – means any information relating to a living individual (data subject) who can be identified, directly or indirectly by the information

### The types of data we may collect

- Full name and personal details (e.g photograph, driving licence, passport number)
- Contact information ( eg home address, email address, telephone number)

We only collect the most basic information that is necessary for the purpose of running our business, meaning we do not hold unnecessary data on anyone. We only collect and keep exactly what we will use.

### What we do not do with your information

We do not pass your personal data to any third party under any circumstance.

We unreservedly respect your privacy and work hard to meet strict regulatory requirements

### Retaining your information

If we collect your personal information, the length of time that we retain it is determined by a number of factors, including the purpose for which we use the information and to comply with our legal obligations.

We do not retain personal information in an identifiable formation for longer than necessary. When you vacate our storage facilities any information that we hold on you is then shredded.

## Your rights

The GDPR includes the following rights for individuals:-

- The right to be informed
- The right of access
- The right to rectification
- The right to erasure
- The right to restrict processing
- The right to data portability
- The right to object

The GDPR came into effect on 25<sup>th</sup> May 2018

## Subject Access Requests

You have the right to ask for a copy of any of your personal data held by Burnham Storage Ltd, we have a month to comply with that request. We will not charge a fee for supplying this information.

## CCTV

We have identified and documented the potential impact on individuals' privacy and taken this into account when installing and operating the CCTV system's

We have two methods of CCTV, one is controlled and monitored by Secom plc, whose registered office is Secom House, 52 Godstone Road, Kenly, Surrey CR8 5JF

The other CCTV system is monitored by Burnham Storage Ltd

Both systems are for the sole purpose of crime prevention and public safety

There are notices on the gate at the entrance to the Business Park, outlining both schemes.

## Accounts

We only require email addresses for the sole purpose of sending monthly invoices. Our accounting package is Sage and it is encrypted and password protected.

If you wish to check or change anything we hold on you, please just ask and we will do so as soon as we practically can. Our aim is to give you the confidence that the information we hold is accurate, up to date and well managed