

# **PRIVACY POLICY**

This Privacy Policy explains how we lawfully, fairly and transparently collect any personal data from you, in accordance with the General Data Protection Regulation (GDPR), the Data Protection Act 2018 and any other national implementing laws, regulations and secondary legislation, as amended or updated from time to time, in the UK ('Data Protection Legislation')

## **ABOUT US**

Creative Design Ltd, Creative Design (Engineering) Ltd and Creative Design (Transport) Ltd

We are Design Consultants specialising in Engineering and Transport from concept design to production

We are registered in England and Wales as Limited Companies and our registered offices are:

Highdown House, 11 Highdown Road, Leamington Spa, Warwickshire CV31 1XT

Creative Design Ltd, Company Number 2373883

Creative Design (Engineering) Ltd Company Number 07929315

Creative Design (Transport) Ltd Company Number 07926519

## **HOW WE MAY COLLECT INFORMATION FROM YOU**

Creative regards being contacted by you as consent for us to collect any personal information that is necessary for us to provide quotations and complete projects.

We will only ask for personal information if it is necessary for the services we are providing for you

## **HOW WE USE INFORMATION ABOUT YOU**

Data we collect from customers will be used to facilitate project work only. We will not share your data unless this is a project requirement or a collaborative project.

## **HOW WE USE YOUR PERSONAL DATA**

Creative will only share your personal information if it is a necessary project requirement and then only relevant information will be shared. To further protect your interests, we aim to ensure that all our suppliers are compliant with GDPR. Any financial data on our accountancy software will be securely shared with our accountants. This information is always password protected and the password is not made known to anyone other than the accountant and us.

## **HOW WE STORE YOUR PERSONAL DATA**

The data you provide is stored electronically on our systems and on our accountancy software. All data is password protected and secure. Creative employees and company directors have access to this information. All financial data is kept for seven years providing there is no ongoing litigation. Following this period your details will be removed from our accountancy and banking systems.

## **MAINTAINING ACCURATE AND UP TO DATE RECORDS**

Creative will update their records with any change of information that is provided to them by you.

## **YOUR RIGHT TO ACCESS, CORRECT AND DELETE YOUR DATA**

You have the right to request a copy of the information we hold about you, rectify incorrect data and request personal data is deleted. To withdraw your consent, please email our data protection point of contact [accounts@creative-design.co.uk](mailto:accounts@creative-design.co.uk). Once we have received notification that you have withdrawn your consent, we will no longer process your personal information (personal data) for the purpose or purposes you originally agreed to, unless we need to maintain your records for legal purposes or ongoing litigation.

## **YOUR RIGHT TO COMPLAIN ABOUT THE HANDLING OF YOUR DATA**

If you have any concerns or questions regarding this notice or you would like to speak to us about the manner in which we process your personal data, please email or company directors or administrator [accounts@creative-design.co.uk](mailto:accounts@creative-design.co.uk). We will then log your complaint and investigate your concerns, keeping you informed, where possible, of our progress. Should your concern prove to be accurate, we will put in place new policies to ensure that the error will not reoccur.

You also have the right to report your concern to the Information Commissioner's Office (ICO). The ICO can be contacted via [www.ico.org.uk/concerns](http://www.ico.org.uk/concerns) or write to them as follows:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK19 5AF

Telephone 0303 123 1113 (local rate) or 01625 545 745

Creative is committed to the highest standard of data protection and is dedicated to protecting the privacy and security of your personal information/

This policy may be revised from time to time and was last updated on 28 May 2018

**3 Years**

General Correspondence

Employee Personnel Records (after termination)

Employment Applications

**7 Years**

Correspondence with Customers and Vendors

Purchase Orders (other than Purchasing Department copy)

Audit Reports

Internal Reports

Time Sheets

Accident Reports, Claims

Accounts Payable Ledgers and Schedules

Bank Statements and Reconciliations

Employment Tax Records

Expense Analysis

Expired Contracts, Leases

Inventories of Products, Materials, Supplies

Invoices to Customers

Payroll Records and Summaries

Plant Cost Ledgers

Purchasing Department Copies of Purchase Orders

Sales Records

Travel and Entertainment Records

Vouchers for Payments to Vendors, Employees, etc

**FOREVER**

Audit Reports from CPAs/Accountants

Cash Books, Charts of Accounts

Contracts, Leases Currently in Effect

Corporate Documents (incorporation, charter, bylaws, etc

Documents substantiating fixed asset additions

Deeds

Depreciation Schedules

Expired Insurance Policies

Financial Statements (Year End)

General and Private Ledgers, Year End Trial Balances

Insurance Records, Current Accident Reports, Claims, Policies

Journals

Legal Records, Correspondence and Other Important Matter

Minutes Books of Directors and Stockholders

Mortgages, Bills of Sale

Project Records

Property Appraisals by Outside Appraisers

Property Records

Retirement and Pension Records

Tax Returns and Worksheets \*

Trademark and Patent Registrations

\*Tax records are not required to be kept forever, but situations may arise in the future where the information may be required