



Data Privacy Notice



Watson  
GDPR Data Compliance

**J Watson and Sons Limited, Common Road, Staffordshire, ST16 3 EQ ~ Privacy Statement**

**May 2018 ~ Privacy Statement v1**

J Watson & Sons is committed to protecting your privacy. This privacy notice seeks to explain our approach in line with the current General Data Protection Regulation (GDPR).

**Legitimate Interest**

We process your data because it is required by current law that we do so.

**What sort of data do we collect and retain**

J Watson & Sons retains Personal Information (data) about you to comply with current law. In conducting business with you, we will retain information including your Name, Address, Card/Bank Details, Contact Numbers, Email Address, Nationality and a copy of your Photo Identification.

**How we use your Personal Data**

Information from you is collected and stored solely in compliance with current legislation. We will not divulge any information we hold or share any information with 3rd parties unless we are legally required to do so or at the request of law enforcement agencies.

**How long J Watson & Sons retains Personal Data**

We will retain your data for the period required of us (currently 6 years).

**Where do we keep your Information**

On our secure database.

**Security**

We are committed to ensuring that your data is kept secure. In order to prevent unauthorised disclosure, we have in place suitable electronic and access control mechanisms.

### **Deletion of Data on request**

Because we are required by law to retain your information for a specified period of time, we cannot delete data upon request. However, after the appropriate time has elapsed, your data will no longer be retained. Please note that each new transaction with J Watson & Sons results in a new retention period beginning.

### **How do you know what Information J Watson & Sons has retained**

You may ask us to divulge any information we retain about you. This request should be made in writing and should include the approximate date you registered with us and must be signed by you. We will respond by email within 30 days of receiving your written request. Following your request we may make any appropriate changes to your data. Please email: [info@jwas.co](mailto:info@jwas.co)

### **Transfer of Data**

Unless explicitly requested by you in writing, we will not transfer in part or whole any of your Personal Information to any other party.

### **Contact details**

All requests should be sent to: [info@jwas.co](mailto:info@jwas.co)

### **How do we inform you of Policy Changes**

Any policy changes due to revised legislation or business reasons will be published on our web page and displayed in our front office.

All of our policies and procedures for data management comply with the EU GDPR terminology and protocols.

**Personal Data** – any data which relates to a living individual who can be identified from such data, or from data and other information which is in the possession of, or is likely to come into the possession of the company, IS data collected by J Watson & Sons.

**Sensitive Data** – any personal data consisting of information as to political opinions, religious beliefs or other beliefs of a similar nature, membership of a trade union, physical or mental health or condition, sexual life, the commission or alleged commission of any offence or any proceedings related to any offence IS NOT data collected by J Watson & Sons.

**J Watson and Sons Limited - 1<sup>st</sup> November 2018**