

# LANGLEY · FURNITURE · WORKS

Cabinet making & specialist joinery in the heart of Northumberland

## **Personal Data Collection, Holding and Processing**

RE – Clause 15, Data Protection Policy

Langley Furniture Works, The Old Brickyard, Langley, Hexham, NE47 5LA

Data Protection Officer – Sarah Beavers, [accounts@langleyfurnitureworks.co.uk](mailto:accounts@langleyfurnitureworks.co.uk), 01434 688 977

Langley Furniture Works collects holds and processes customer contact details for the purposes of robust communication throughout contracted joinery services. These details are not shared with a 3<sup>rd</sup> party.

The UK GDPR (General Data Protection Regulation) does not require businesses to obtain consent from people before using their personal information for business purposes.

Name, address, telephone number(s) and email address will be collected and held on password protected computer files and in locked cabinets at the above address.

This information will be held no longer than is necessary for the purposes for which the personal data is processed and not longer than 6 years after the contract has been fulfilled.

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[www.langleyfurnitureworks.co.uk](http://www.langleyfurnitureworks.co.uk)

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