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# Privacy Notice - Existing Customer

## General Data Protection Regulation - May 2018

### Modus Furniture Limited (Data Controller)

#### Purpose for processing of data

As our customer, Modus Furniture will need to collect, process and store information about you for the performance of the contract to provide goods/services to you, and as is necessary to carry out our legitimate interests and to comply with any legal requirements. This information will be used for our management and administrative use only. We will keep and use it to enable us to run the business and manage our relationship with you effectively, lawfully and appropriately.

#### Right to withdraw

Where we are processing information for reasons other than stated above, we will obtain your consent. You have the right to withdraw your consent at any time and we will confirm this when we ask for your consent.

#### The sort of information we will hold about you includes

Company name, contact name, address, telephone number, address, email address.

#### Source of data

Most of the information will be provided by you but in some instances, it may have come from third parties such as referees and recruitment agencies. Internal information may also be generated by your manager. You may also be mentioned in Company documents and records that you have produced or have been produced by other employees in the course of carrying out their duties at Modus Furniture.

#### Your data is needed

Your data is needed to enable Modus Furniture to meet its obligations and comply with the performance of our contract to provide goods and services, and to meet its legal obligations. If you do not provide this data, we may be unable in some circumstances to comply with our obligations and we will tell you about the implications of that decision.

#### Automated decision making

We do not use automated decision making.

#### Data Retention Period

Data will be retained for as long as legitimately necessary given the type of data. E.g. Financial records will be kept for 6 years plus current.

#### Recipients/categories of recipient of data

We will only disclose your information to third parties if we are legally obliged to do so or where we need to comply with our contractual duties to you. We may need to pass on certain information to trade finance provider, credit insurer provider, freight provider, sub-contract provider.

#### Transfers outside of Europe

There are no transfers of data outside of Europe.

#### Individual rights

You have the right to request access to, and rectification of or erasure of your personal data. In addition, you have the right to restrict processing and the right to data portability in certain circumstances.

You have the right to lodge a complaint to the Information Commissioner's Office if you believe Modus Furniture has not complied with the requirements of the GDPR or The Data Protection Act with regards to your personal data. If you have any concerns as to how your data is processed, please contact our Compliance Manager at [compliance@modusfurniture.co.uk](mailto:compliance@modusfurniture.co.uk)