
Privacy Notice - Third Parties

General Data Protection Regulation - May 2018

Modus Furniture Limited (Data Controller)

Purpose for processing of data

As a third party supplier, Modus Furniture will need to collect, process and store information about you for the performance of the contract for the supply of goods and/or the provision of services, 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 designers, architects etc.

Your data is needed

Your data is needed to enable Modus Furniture to meet its obligations and comply with the management of the contract for the provision of 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. Eg. 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 the contractual duties between us. We may need to pass on certain

information to our customer, freight provider or 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