



56-62 Newington Causeway
London SE1 6DS
Telephone: 02073780330
Fax: 020 7403 8007
Email: admin@ioosales.co.uk

IOO Sales Ltd Privacy Notice
GDPR 25 May 2018

What information do we collect about you?

The Personal data we may collect about you includes:

- Your name and contact details
- Communications we have with you
- Credit reports on your business
- Trade references about your business

How do we use the information about you?

We collect information about you for the following purposes:

- Contact information
- Legal reasons, where we have a requirement to supply information to HMRC, for example
- Marketing reasons, such as sending your information about ourselves or samples
- Business operational purposes such as answering queries, processing orders and managing your account

IOO Sales Ltd will not share this information with anyone outside of the business except for the following reasons

- To help prevent fraud
- If required to do so by law
- With your express consent

With this in mind, please notify us using the contact details below if you do NOT wish for:

- Us to contact you with details of our services and products, including our latest exciting innovations
- Us to give trade references about you to other suppliers

Your rights:

- If you have the right to request a copy of the information that we hold about you
- You have the right to have inaccurate personal data rectified. We also want to make sure that your personal information is accurate and up to date. From time-to-time we will check with you to ensure certain contact details are up-to-date
- You have the right to have personal data erased, in circumstances, where we do not have a legal obligation to hold information about you
- You have the right to request a restriction or suppression of your personal details
- You have the right to object to processing of your personal data in certain circumstances
- You have the right to withdraw your consent for the processing of your personal data where the processing is based on consent
-

If you would like to exercise your rights on your personal data in relation to any of the above, please contact us using the details shown below. We will answer your request within thirty days of your contact.

How to contact us:

If you need any further information, please contact us by:

- Writing to us at The Data Protection Officer, IOO Sales Ltd, 56 – 62 Newington Causeway, London SE1 6DS
- Phoning on 020 7378 0330
- Emailing: admin@ioosales.co.uk