



CUSTOMER AND SUPPLIER PRIVACY POLICY

APPENDIX

Type of personal data	Lawful basis for processing	Retention Period
<p><i>Identity and contact information:</i> includes your name, address, telephone number and email address as provided by you when you contact us, ask for a quotation, place an order with us or supply us with goods and services or quotations</p>	<p>Performance of a contract with you</p>	<p>Up to seven years from last use</p>
<p><i>Transaction data:</i> includes details of products and services you have purchased from us or supplied to us</p>	<p>Performance of a contract with you</p>	<p>Six years</p>
<p><i>Financial data for products and services purchased from us:</i> includes bank account and payment card details</p>	<ul style="list-style-type: none"> • Performance of a contract with you • Necessary for our legitimate interests (to recover debts due to us) 	<p>Not retained</p>
<p><i>Financial data for products and services supplied to us:</i> includes bank account details</p>	<ul style="list-style-type: none"> • Performance of a contract with you • Necessary for our legitimate interests (to pay debts due from us) 	<p>Retained whilst trading is active – deleted within two months of trading ceasing</p>
<p><i>Customer complaints</i></p>	<p>Necessary for our legitimate interest</p>	<p>Six years</p>

	(processing your complaint)	
<i>Technical data:</i> includes the date and time, the originating IP address, the domain name, the type of browser and operating system used (if provided by the browser), the URL of the referring page (if provided by the browser), the object requested and the completion status of the requested information - please see our Cookies Policy for further information	Necessary for our legitimate interests (for running our business, provision of administration and IT services, network security and to prevent fraud)	Anonymised
<i>Marketing information:</i> if you register to receive promotional and marketing information from any part of the Brett Group we keep a record of this choice and your contact details	Consent	Until you unsubscribe - you can do this at any time by contacting the relevant business – see the Brett website for contact details.
<i>Accident data</i> - if you are involved in an accident at one of our premises or sites, we will ask you to complete an accident form providing us with contact information and details of your accident	Necessary to comply with our legal obligation regarding the safety of our sites and (if necessary) to follow-up with you in relation to the accident or use the information in relation to a legal claim against us	Forty years
<i>CCTV footage</i> - we collect CCTV footage at premises and sites where we maintain CCTV	Necessary for our legitimate interests (such as to prevent	Up to 62 days, unless an incident has been recorded, when such data will be retained

<p>systems for security purposes - please ask to see our CCTV Policy for further information - by emailing General Counsel, Susan Kitchin on susan.kitchin@brett.co.uk for a copy.</p>	<p>crime, to protect buildings and assets from damage, disruption, vandalism and other crime and for the personal safety of staff, visitors and other members of the public)</p>	<p>for as long as is required for such incident to be investigated</p>
--	--	--