



Elmsett Storshops
Storage & Workshops

Privacy Notice

Privacy Notice for customers

We encourage you to read the Privacy Notice in full. However, to summarise;

1. We will always use your data within the law
2. We will never pass your data to another organisation without your agreement
3. We will only contact you on official Elmsett Storshops (ES) business

If you have any questions please email us at enquiries@elmsettstorshops.co.uk

Data Collection

Why do we collect your information?

We only collect information required for the administration of ES. On application for our license to occupy services we collect and store the following personal data;

- Name
- Email address
- Postal address
- Bank Account (where applicable)

All electronic data is stored within our secure and password accounting and online banking systems. Any hard copy data is stored in our private locked offices.

Data Retention

We will retain all the information listed above for the duration of your custom with us and any additional period required for regulatory purposes.

If you cease to be a customer of ES we will retain your name and the history of your license to occupy arrangements with ES, but all other data will be deleted within 6 months.

Data Updates

On a periodic basis we may ask you to let us know if any of your personal data has changed. You can also proactively notify us by email.

Sharing Data

We will never share your data unless required by law or with your express permission in advance.

We may be required to share details of your rental history and payments with HMRC, the Financial Conduct Authority and Babergh District Council.