



Privacy Policy (GDPR May 2018)

This privacy policy sets out how Flexform Ltd, company registration number NI031339, uses and stores all information given, when contacted through any media form. Flexform Ltd are committed to ensure that all your data is protected in accordance with this privacy statement. Flexform Ltd reserve the right the update this policy when required. Any changes can be viewed on the company website – www.flexform.co.uk. This policy is effective from 25th May 2018.

Data Collection

Data may be collected by Flexform Ltd as a data processor directly from you by telephone, email, written correspondences or other electronic media. Flexform Ltd may also collect data from other third parties such as trade bodies, credit rating agencies or other regulatory organisations. Data may also be collected when you visit our website, place and order with up or accept an order from us through any other media. Data could include business or personal names, addresses, emails, telephone numbers, payment details and other information related to your business. Flexform Ltd will only use this information for legitimate business activity with you and we will not contact you for marketing purposes without your prior consent.

Data Sharing

Data may be shared within the business of Flexform Ltd and with our service providers such as banks, credit agencies, regulatory bodies, IT providers and other third parties only where authorised by you.

Data Retention

Data will only be retained for as long as required to meet our contractual and regulatory obligations.

Data Protection

Flexform Ltd are committed to keeping your data secure. We have internal safeguards in place to protect against unauthorised access, unlawful processing and accidental loss of your company and personal data. Data access within Flexform Ltd is limited to personnel who are involved in our business.

‘By continuing to use the services/trading of Flexform Ltd on or after 25th May 2018, by default you will be agreeing to Flexform Ltd retaining your contact details on our database for the purpose of services/trading.’

If you are happy, then you do not need to take any further action. However, you may request details of personal information which we currently hold on your company or yourself. If you wish to contact us, please contact one of the following persons:

Jennifer Franklyn or Philip Welsh

Email: info@flexform.co.uk

Telephone: +44 (0)28 9079 2155