



Concept Metal Products Co. Ltd,

Mills Hill Road, Middleton,

Manchester, M24 2EF

Registered in England No 1247710

P: 0161 643 2961 W: www.conceptmetal.co.uk

F: 0161 655 3554 E: liam@conceptmetal.co.uk

Concept Metal Product Ltd Privacy Statement

To keep up to date with with the General Data Protection Regulations (GDPR) coming into force on the 25th May 2018, we as a company need to let consumers and suppliers know what data we collect and how we process it.

Details we collect and hold to enable us to quote our customers:

- Company Name
- Company Addresses
- Email addresses
- Phone & Fax number
- Customer drawings and any project information that is relevant
- Credit checks

We will only use the above information to help Concept process quotes and orders. We will only share this information with third parties if it is required to fulfil your request for quotation or to complete an order. Details will also be used by our accounts department when required.

On completion of quotations we will store digital files on our secure servers on and off site. We will also file any physical copies in our secure file room on site with 24hr surveillance.

Concept Metal will never pass or sell on your details onto third party companies without your permission.

Employee personnel details are stored on our secure system which are accessible by managers and HR only. This information is kept for the legal requirements of the accounts department.

If you have queries about what data we hold please get in touch at sales@conceptmetal.co.uk

Kind Regards

Liam Grogan

Sales Executive