

## **GENERAL DATA PROTECTION REGULATIONS (GDPR)**

Coopers Needle Works Limited (CNW) is committed to protecting your data and this privacy policy informs you how we handle your data.

### ***What information do we hold?***

Company name, registered number and trading address.

Company Bank account details, as supplied by you, where applicable.

Company VAT number.

Various contact names, as supplied by you.

Various email addresses, as supplied by you.

Various telephone numbers, as supplied by you.

### ***How do we use it?***

We use this information to conduct business with you and/or your company, it is for business purposes and for general correspondence with you and/or your staff.

### ***How do we protect your data?***

We look after your information at all times by using appropriate IT security and technical controls. All data is held securely on password protected computers accessed by authorised personnel only. All information is kept securely until disposed of in an appropriate manner, according to current legislation.

### ***What you need to know:***

We never sell information to third parties. We do not pass on your information to anyone else unless requested/authorised by you and/or your company, or unless to do so would be a criminal offence.

We will retain you/your companies information for a period necessary to fulfil the purposes outlined in this policy unless a longer retention period is required or permitted by law.

You and/or your company have the right to have a copy of the information which we hold on you and/or your company. A copy may be obtained following a request in writing from: Linda Saunders, GDPR Compliance Officer, Coopers Needle Works Limited, 261-265 Aston Lane, Birmingham, B20 3HS.

Unless we hear from you to opt out of receiving communications from us, we will assume that you and/or your company are happy to continue to receive our communications.

COOPERS NEEDLE WORKS LIMITED  
261-265, Aston Lane, Birmingham, B20 3HS