

Leo Products Ltd – T/A Leo Office Supplies GDPR Statement

What information is being collected?

As a customer of Leo Products Ltd we have a central system that collects your orders and delivery information so that we can deliver your order to you. We also store the following information:

- Company Name
- Contact Name
- Company Phone number
- Email address
- Delivery and Billing Address
- Website

Who is collecting it?

The employees of Leo Products Ltd collect the data.

How is it collected?

It is collected in the following ways:

- When you place an order with us
- Phone directories
- Online web searches
- Networking/business events
- Enquiries & Quotations
- Recommendations from customers
- Local Advertising

Why is it being collected?

It is being collected so that we can:

- Deliver your order to you
- Keep you informed about our products and services
- Keep you informed about your delivery

How will it be used?

It will be used to:

- Keep you informed about our products and services
- Keep you informed about your delivery

Who will it be shared with?

Data is only ever shared by secure link in 2 instances.

- 1) Your name, company name and delivery address is shared with our relevant suppliers and delivery agents to enable delivery of your order.
- 2) Your company name, contact name and email address is shared securely with our marketing agency who provide a marketing service on our behalf so that we can keep you updated with our products or services.

Neither party can use the information to contact you directly. All information is held securely. No information will be passed by them to 3rd parties.

What will be the effect of this on the individuals concerned?

There should be no effect of this on any individual concerned.

Is the intended use likely to cause individuals to object or complain?

No.

How can an individual make a complaint?

Please call us on 01306 743 857

Or email us at help@leoofficesupplies.co.uk