Carey Tool Hire Ltd - Data Privacy Policy

1. Who we are

Carey Tool Hire Ltd is involved in the selling and hire of tools, equipment, plant and related activities. We are located at Albert Quay, Cork, Victoria Road, Cork, Ballincollig, Co Cork and Ennis, Co Clare. You can contact us at the Albert Quay, Cork address by post or by email at <u>privacy@careytools.com</u>

2. What personal information do we collect?

We may collect the following categories of information:-

Contact names, postal addresses, e-mail addresses, telephone numbers and, where applicable, credit card details (used in strict compliance with merchant service requirements). Where credit is sought, we normally require proof of identification and address or the completion of an Account Application form which asks for additional information such as trade references and bank branch details.

3. How collected?

We collect personal information directly from you during the course our business relationship and, where necessary, from trade references supplied by you.

4. Why we process your data, the lawful basis for processing your data and who we share it with

For our customers, we process data in order to conduct our business activities with you, to comply with legal obligations and for prevention and detection of fraud/theft.

We only share your data with third parties where necessary (e.g. audits, legal actions, potential sale of business). They may only process this data for the purpose of providing us with their services, and no other purpose. We will never sell or rent your data to any third parties.

We may also process your data where you have given consent to receive direct marketing from ourselves (offers, product information etc). You may opt out of receiving these types of communications at any time by emailing <u>privacy@careytools.com</u> or you can unsubscribe directly from any of these communications.

5. How long will we retain it?

We will retain this data only for as long as necessary to fulfil our business activities with you or in accordance with legal obligations and requirements (e.g. tax compliance).

6. To access or correct your personal information

You have several rights in relation to personal data as set out by legislation (see <u>http://gdprandyou.ie/</u>). For example, you may request that we provide you with a record of the personal data that we retain about you. To make a data access request or to seek correction of any data held, please email <u>privacy@careytools.com</u>. In the interest of Data Protection, we may require you to validate your access request and provide evidence of your identity. We aim to fulfil data access or correction requests within 30 days where they are not excessive, repetitive, invalid or unfounded.

7. Security of collected information

We are committed to protecting the security of the personal information collected, and we take reasonable physical, electronic, and administrative safeguards to help protect the information from unauthorised or inappropriate access or use.