

## **Sashless Windows GDPR Statement**

### **What is GDPR?**

The General Data Protection Regulation (GDPR) will become law on 25th May 2018 and will have an impact on how personal data is collected and processed by ALL companies. It enhances and replaces the existing Data Protection Regulations. At Sashless Windows, we are currently in the process of updating our existing data protection systems and processes in order to meet the new GDPR standards.

### **What is Personal Data?**

Personal data refers to any that may allow an individual to be identified, for example, their name, address, gender, email address, job title etc. The term data refers to any digital, automated data or manual information gathered by a company.

### **What Personal Data does Sashless Windows gather?**

Sashless will only ever gather personal data that is necessary for the purposes of prospecting, quoting, processing new orders, fulfilling contracts (including warranty) and for technical updates and marketing communications. Personal data will generally be collected directly from you or from records of previous business contact. Sashless are primarily a Business to Business manufacturer who also deal with Self Builders and home owners who wish to upgrade their timber windows or doors. Sashless Windows are registered with the Information Commissioners Office. If you wish to find out what electronic/digital details we hold on you please contact us. Please be aware that If you are a home owner who purchased through a builder/developer (such as Potton Homes) we will hold no personal data concerning you unless you registered your warranty with us.

### **How will Sashless Windows use my Personal Data?**

Your data will be used for processing orders, continuing contract communications, in-life warranty services and notifications, and for optional marketing communications. Your data may be communicated to selected third parties in order to progress your order or terms of warranty, for example, to our suppliers of glass units or our paint manufacturers. We never sell on, or supply your information to others for commercial benefit. Sashless aim to ensure that these third parties have sufficient data security measures in place when handling your data, and our monitoring of these measures will be enhanced according to our GDPR plan.

### **How is Personal Data stored at Sashless Windows?**

In order to carry out our business or contract with you, we have existing physical, technical and organisational systems in place to ensure the safeguarding of personal client data which is being enhanced in line with GDPR recommendations. Personal data in physical and digital formats is stored securely. Personal data stored in email archives may be stored in EU or US locations, however these are compliant with GDPR and privacy shield frameworks. Sashless have adopted strict confidentiality and data protection policies in relation to your data which all of our staff must adhere to and acknowledge annually.

### **How are Sashless preparing for GDPR?**

Like many businesses, we are still in the process of taking steps towards being fully compliant with GDPR. We are installing policies and systems in line with best practice recommendations from our trade bodies – the BWF and the WWA.

An updated statement will be made available on-line prior to the GDPR deadline.

Should you require any further information in relation to our GDPR efforts, please contact us at [compliance@sashless.com](mailto:compliance@sashless.com).