

## Discounted Office Supplies Privacy Policy

Discounted Office Supplies (“DOS”) is committed to preserving the privacy of its customers. Please read our Privacy Policy to further understand what information we hold and our reasons for holding this information.

### 1. INFORMATION WE KEEP ON RECORD

We hold the following information on each customer account:

- Company Name
- Company Address (and any alternative delivery addresses)
- Telephone and Fax numbers
- E-mail address for sending invoices and statements
- Personal contact details (name, phone number and e-mail address)

The screenshot shows a software window titled 'Customer Details' with a menu bar and a main content area. The menu bar includes: Main, Activity, Contract Prices, Price Lists, Notepad, Terms, Sage, Invoice/Order, Delivery Details, Delivery Addresses, Contacts, Cost Centres, Analysis Codes, Letters, Invoices. The main content area is divided into several sections:

- Account Information:** Account: DOS01, Prospect: . Name: Discounted Office Supplies. Branch: . Street 1: Lancaster House. Street 2: Moss Way. Town: Donibristle Industrial Estate. County: Dalgety Bay. Post Code: KY11 9JS. Potential Monthly Spend: [ ] Order Freq: [ ].
- Contact Information:** Main Phone No.: 01383 829933. Main Fax No.: 01383 829944. Accounts Contact: Roger Hunt. Accounts Phone No.: 01383 829933. Sales Contact: Roger Hunt. Sales Phone No.: 01383 829933. Main Email: sales@discountedofficesupplies.co.uk. Sage Email: sales@discountedofficesupplies.co.uk. Web Account: .
- Contacts Table:**

Name		Phone	Mobile	Main Position	Main Role	Email Address
Chris Hunt	Chris	01383 829933	07769 973188	Not Used	Not Used	chris@discountedofficesupplies.co.uk
Eilidh Chamberlain	Eilidh	01383 829933		Not Used	Not Used	eilidh@discountedofficesupplies.co.uk
Jan Harris	Jan	01383 829933		Not Used	Not Used	sales@discountedofficesupplies.co.uk
Karen Gray	Karen	01383 829933		Not Used	Not Used	sales@discountedofficesupplies.co.uk
Roger Hunt	Roger	01383 829933	07780 990663	Not Used	Not Used	roger@discountedofficesupplies.co.uk

Buttons at the bottom: Add Contact, Edit Contact, Save, Discard, Delete, Back, Next, Copy, Close.

This information is stored on our back office system (Pulse) and also on our accounting software (Sage 50). All software that contains personal data is password protected.

We also use AWeber for our e-mail correspondence. For GDPR compliance any e-mail addresses we use in AWeber have consented to receive e-mails from us. If you no longer wish to receive these e-mails you can click on the Unsubscribe option or contact [sales@discountedofficesupplies.co.uk](mailto:sales@discountedofficesupplies.co.uk) to have any addresses removed.

### 2. HOW WE USE YOUR DATA

The information we store is used only to administer the general day-to-day running of the business:

- To raise and process orders
- To send invoices and statements

- We may have to give your details to suppliers for legitimate reasons i.e. when we need to send direct deliveries.
- When taking card payments over the phone or in person the card details are shredded immediately following the completed processing of the payment.

DOS will never share your data with third parties unless obliged to do so with regards the law.

### 3. HOW LONG DO WE HOLD DATA

DOS will only hold your data if you consent to us doing so and whilst your account is deemed to be active. By law some data may be held for up to 7 years. If you ever require any data to be deleted please contact us at [sales@discountedofficesupplies.co.uk](mailto:sales@discountedofficesupplies.co.uk) and we will action any requests urgently.

If you have any questions regards our Privacy Policy then please contact our Data Protection Officer, Roger Hunt directly at [roger@discountedofficesupplies.co.uk](mailto:roger@discountedofficesupplies.co.uk).