

# Privacy Statement for Business Partners of Kayson Green Limited

## Introduction

Kayson Green Limited (the "Company" or "Kayson Green") believes that protecting the privacy of its Business Partners when processing Personal Information is very important.

This statement outlines how we use and protect that information and the principles which reflect our commitment to safeguarding that information.

In this policy, the term "Business Partners" shall include any individual with whom Kayson Green does business, including but not limited to, employees and representatives of customers, prospective customers, suppliers, prospective suppliers and competitors.

"Personal Information" is any information related to a natural person or "data subject", that can be used directly or indirectly to identify the person.

## Who is collecting the Personal Information?

The controller of your personal Information is:

Kayson Green Limited  
3 Clough Road  
Severalls Business Park  
Colchester  
Essex, CO4 9QS

If you have any requests, require additional information on our privacy practices or need to contact us, please do so by email, to the attention of Tom Cleverly, at [admin@kaysongreen.co.uk](mailto:admin@kaysongreen.co.uk).

## What information is being collected?

We will hold and store information that you have provided, including but not limited to contact name(s), contact details, site/delivery address(es) and bank details.

## The use of Personal Information by Kayson Green

Kayson Green processes Personal Information necessary to safeguard its legitimate interests. Examples of this may include, but are not limited to,

i) the preparation or response to a request for proposal, ii) to enter into or perform a contract or business relationship, or iii) to engage in product development activities with Business Partners, whose employee or representative you may be.

Where the Company enters into a contract with an individual with whom we do business, we will process Personal Information for the purpose of performing such a contract.

Furthermore, in order to comply with legal obligations such as tax compliance, the Company may also process Personal Information.

## Information security and retention

The Company has internal policies and controls in place to ensure that reasonable steps are taken to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed.

We will retain the Personal Information we have collected from our Business Partners during the course of our professional relationship and indefinitely after our professional relationship has terminated.

## Recipients of your personal Information

The Company will not transfer Personal Information to countries outside the European Economic Area. Within Kayson Green, only authorized personnel with relevant responsibilities will have access to your Personal Information.

The Company engages third parties to provide various products and services under the direction of Kayson Green, who may have access to your Personal Information to the extent required to render their services or products. We will not share your Personal Information with any other company for marketing purposes without your prior consent.

## Your rights

You have the right to receive information about your Personal Information held by Kayson Green, and to request the deletion, removal or restriction of processing of this Personal Information.

You also have the right to lodge a complaint with a supervisory authority (the Information Commissioners Office) if you feel there is a problem with the way we are handling your Personal Information.