

Leap Products Essex Limited collects and processes your personal data, relating to our suppliers and customers, so that we can manage our working relationship. The personal data may be held on paper or in electronic format.

We are committed to being as transparent about how we handle your personal information, to protecting the privacy and security of it and to meeting our data protection obligations under the General Data Protection Regulation and the Data Protection Act. The purpose of this privacy policy is to make you aware how we use personal data both during and after your working relationship with the company.

This policy applies to all current and former Suppliers and Customers. It is non-contractual and does not form part of any contracts, consultancy agreement or any other contract for service.

If you have any questions about this policy or about how we handle your personal data then please contact Melissa Blaber, Unit 15 Imperial Park, Rawreth Lane, Rayleigh, Essex, SS6 9RS. By Phone 01268 782556 or email melissa@leaproducts.co.uk.

Leap Products Essex Limited are a controller of the personal data you provide to us. We collect some or all the following types of personal data.

- Name
- Email Address
- Phone Number(s)
- Company Address
- Bank Details
- Company registration Number

We need your personal data to provide you with the following services:

- To provide, then deliver goods and services
- To purchase goods and services
- Credit account

Your personal data is processed on our premises Leap Products Essex Limited, Unit 15 Imperial Park, Rawreth Lane, Rayleigh, Essex, SS6 9RS. Your data is stored on our password protected computer system, accounts system and in our filing system. When in paper format, it is stored in a secure area of the building and our processes ensure that it never leaves the office. In processing of our accounts, our accountants have access to your data for the sole purpose of auditing our financial records. No other third-party providers have access to your data, unless specifically required by law. Our sales and purchasing team has access to your personal data to be able to process orders and to ensure all the correct paperwork is raised. We will only ever use your personal information when trading with you and will never sell or pass on.

We only keep your data based on the retention required by law, at that point your personal data reaches this time limit it will be destroyed securely from all physical and digital copies.



Unit 15 Imperial Park, Rawreth Lane, Rayleigh, Essex SS6 9RS
Tel: (01268) 782556 Fax: (01268) 783317
Email: info@leaproducts.co.uk www.leaproducts.co.uk

Privacy Policy – Suppliers & Customers

It is important that the personal information we hold on you is correct and up to date. So, if you believe the data we hold is incorrect or incomplete, then you can request to see this information, rectify it or have it deleted. Please contact us through the contact listed above and below.

If you wish to make a complaint about how we have handled your personal data please contact Melissa Blaber at melissa@leaproducts.co.uk or in writing to Leap Products Essex Limited, Unit 15 Imperial Park, Rawreth Lane, Rayleigh, Essex, SS6 9RS. We will then investigate your complaint and work with you to resolve the matter. If you feel that your personal data has not been handled appropriately according to the law, you can contact the Information Commissioners Officer and file a complaint with them.