



E O Burton (East Anglia) Ltd
Chalk Lane, Snetterton, NR16 2JZ
01953 887555
accounts@burtonstimber.co.uk

Privacy Notice

E O Burton (East Anglia) Ltd are a timber merchants and a supplier of softwood and hardwood. We have created this Privacy Notice to ensure that we meet legal and regulatory requirements in regard to the data we collect about you. This Privacy Notice explains what data we collect, why we collect it, who we share it with and how we protect it.

What information do we collect about you?

The information we hold is necessary for us to complete any sales orders/quotations/invoices with you. These include:-

- Name
- Address/Delivery Address
- Telephone numbers
- Email Address
- Banking details (only if required)

How will we use this information?

E O Burton (East Anglia) Ltd will use this information to enable us to deliver our products and services to you, and issue invoices. We may also send you information via email regarding products and prices. E O Burton (East Anglia) Ltd will not sell your information to third parties and we do not transfer this data outside of the European Economic Area (EEA).

Information Sharing

E O Burton (East Anglia) Ltd will only share the data listed above in the following circumstances:

- Where criminal activity is suspected, we may share this information with law enforcement agencies upon their request – this excludes private investigators E O Burton (East Anglia) Ltd will not disclose Personal Data in this instance.

Protecting your information?

E O Burton (East Anglia) Ltd takes security of data seriously. All our data is stored and backed up securely on our local server.

Your Rights

E O Burton (East Anglia) Ltd observes and complies with Data Subjects' rights by ensuring that you can have access, upon request, to any of the data we hold about you. You have other rights regarding your data that you may exercise where E O Burton (East Anglia) Ltd have no legal basis to reject your request, these rights are:

- You may object or restrict our handling of your data and to restrict direct marketing
- You may have access to your data and have it delivered to you in a portable, readable and useable format
- You may have your data corrected or updated at any time if you believe the data we hold is incorrect
- You may have your data erased from our systems when we have no legal reason for retaining it.

Relevant contact information:

If you have any questions on how E O Burton (East Anglia) Ltd handles your data please contact us