

Customer and Supplier Privacy Notice

As part of the General Data Protection Regulations, we would like to take this opportunity to inform you of our policies that govern the way we use and store your data. Please take the time to read through the information below and inform us of any concerns or queries you may have.

What data we need

Millennium Bearings and Transmissions Ltd, T/A Millennium Group are holders of the personal data you as a customer or supplier have provided to us. We collect and retain some, or all of the following types of personal data from you.

- Name(s) of contact(s) within your organisation
- Email address(es)
- Phone number(s) and/or Fax number(s)
- Company and/or home address(es)
- Bank details

Why we need it

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

- To facilitate the offering, sale and delivery of goods and services
- To facilitate the purchasing of goods and services and to settle accounts thus rendered

What we do with it

Your personal data is processed in our offices located in Lichfield. Hosting and storage of your data takes place in the same location. In the processing of our accounts, our accountants have access to your data for the sole purpose of auditing our financial records. We have and will never sell or pass on your personal data to any third party without your prior permission, unless there is a legal or legitimate reason to do so, i.e. to fraud prevention agencies, credit check companies or couriers for the sole purpose of deliveries. Where goods are delivered direct from our suppliers or ordered using one of our online facilities, some data may be passed on for that sole purpose.

How long we keep it

We will not keep company data longer than is necessary for the purpose for which they were collected. We will take reasonable steps to destroy, or erase from our systems, in a secure manner, all data which is no longer required.

What are your rights?

You have the right to request access to the data we hold about you. If you wish to see this, please contact one of our company directors or our accounts department on 01543 414774.