



# **Nisha Enterprises Ltd.**

Manufacturers of Confectionery, Nuts and Snacks

[www.nishaenterprises.co.uk](http://www.nishaenterprises.co.uk)



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## **GDPR Policy – July 2018**

### *Data protection and Privacy policy*

#### *Goal of the data protection and privacy policy*

The goal of this data protection and privacy policy is to depict the legal data protection aspects in one summarising document. This is not only to ensure compliance with the European General Data Protection Regulation (GDPR) but also to provide proof of compliance.

#### *Preamble*

Nisha Enterprises Limited is a snack and sweet manufacturing Company. We take security of client data very seriously and this document describes how we collect and use client data. Many but not all our clients are limited companies.

#### *Security policy and responsibilities in the company*

We have appointed Sahil Narula as our Data controller. In his absence Surinder Pahuja is the Company Managing Director responsible for any data control issues. If you have any questions regarding your data, please contact us at Nisha Enterprises Ltd, 5a Grange Road, Houstoun Industrial Estate, Livingston West Lothian EH54 5DE. Telephone 01506 443383, or email [sahil@nishaenterprises.co.uk](mailto:sahil@nishaenterprises.co.uk)

#### *How we collect your information.*

We collect information-

- Through our Website
- Over the Phone
- Via email enquiries

#### *Documentation*

- We retain client contact details in our Accounts system
- We have a contact management system that retains contact details.
- Any personal data processed by Nisha Enterprises Limited is incidental to the services we provide; the primary purpose is not to process personal data.
- Where we operate ecommerce sites client data is stored by our payment processors who are PCI DSS compliant. We do not collect or store this data.

### *What information we collect?*

- Generally, we retain name, company name, address, telephone and email address.

### *How do we use this information?*

- The information collected is used in two ways. If our contact with you goes no further than a meeting and quotation, this information is archived in a secure file in compliance with the GDPR legislation requirements relating to information management. If your enquiry leads to you working with us, your data will be used to assist with our service to you and be entered into our accounts system.

### *How is your information kept secure?*

- All information that is gathered is used or archived is kept secure with a view to preventing any unauthorised access to your data Nisha Enterprises Limited ensures that it has in place appropriate technical and organisational measures, to protect against unauthorised or unlawful processing or accidental loss, destruction or damage of data. We do not supply our data to any other companies without your specific consent.
- We have non disclosure agreements in place in all our employee contracts, and all employees are obliged to maintain client confidentiality.

### *Consent*

- Nisha Enterprises Limited and its employees will never pass your information to a third party without your consent.
- By providing us with your information you have consented for us to use it for the purposes above.
- If you wish to withdraw consent to Nisha Enterprises Limited using your data for business purposes please contact us at [sahil@nishaenterprises.co.uk](mailto:sahil@nishaenterprises.co.uk)

## **How we use cookies**

Cookies are small text files that websites save locally to your computer, which allow sites to store and use information during your visit. They can improve your experience when using a website by:

- Remembering preferences, so you don't have to keep re-entering your choices when you visit again
- Measuring how you use a site, so that changes can be made to ensure it meets your needs

None of our cookies used for our sites can be used to identify you personally. When you initially visit our website you will be asked specifically to allow us to use cookies or not.

You can set your browser to refuse all cookies or to indicate when a cookie is being sent, however some website features or services may not function properly without cookies.

## ***Google Analytics***

We use Google Analytics cookies to track anonymous usage statistics and do not collect any personal information that can be used to identify you.

## ***Access to data we hold about you***

- If you wish to view the data we hold on you please email [sahil@nishaenterprises.co.uk](mailto:sahil@nishaenterprises.co.uk) and copies of your data will be provided