

# **Mulhouse Ltd – GDPR Privacy Statement – May 2018**

## **Sales & Purchase Accounts:**

### **Personal Information:**

When any account is set up with Mulhouse Limited, we receive information, provided by you either via email (electronically) or verbally personally or by telephone. This (Personal Information) is then used by us to identify you. This personal information may take the form of your name, billing/delivery address/s, email address/s, telephone and mobile number/s. It may also include bank details for payments or reference purposes or details of third parties for references or for deliveries made on your behalf.

### **Personal information use:**

Mulhouse Limited will be using your Personal Information in order to run our business i.e. to create delivery notes, invoices, statements, make payments & statements etc. We will also use this information to contact you with regard to ongoing orders, credit control and remittance advice etc as necessary.

We do not use this information for the purpose of marketing Mulhouse Limited. Nor do we sell or share your personal information with third parties for their own commercial use. We do on rare occasions pass contact information to those wishing to use your products or services (Recommendations), with no incentive to ourselves (should this not be acceptable to you, please contact Mulhouse Ltd.)

### **Payment data:**

Specific Payment Data may be shared with *Creditsafe*, who could be notified of late payments unless agreed prior to default which is normally 30 days from month end. Please note that late payments can prove to be detrimental to your credit rating within the *Creditsafe* system. It may also affect your credit limit with Mulhouse Limited.

### **Overdue accounts/Debt collection:**

Mulhouse Limited will use your personal information should it be deemed necessary to instruct debt recovery agents or solicitors.