



## **24-7 Steller Packing – GDPR Privacy Notice**

*Effective Date: 25/09/2025*

This Privacy Notice explains how **24-7 Steller Packing** collects, uses, shares, and protects your personal data in line with the General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. It also outlines your rights regarding your personal data.

### **1. Who We Are**

**24-7 Steller Packing** is a contract packing company providing services to businesses across the UK. In the course of our work, we collect and process personal data from our customers, suppliers, and business partners to maintain effective commercial relationships.

### **2. What Personal Data We Collect**

We may collect and store the following types of personal data:

- Name, job title, and contact details (email address, phone number)
- Business address
- Bank or payment details (where applicable for suppliers)
- Communication records (emails, calls, business cards)
- Interaction data from social media, websites, exhibitions, or surveys

### **3. How We Use Your Data**

We process your personal data for the following legitimate business purposes:

- To manage commercial relationships with customers and suppliers
- To provide our services and fulfil contracts
- To communicate about services, new business opportunities, and marketing events
- For internal administration, account audits, or third-party audits
- To meet our legal and regulatory obligations

# 24-7 SPL

## STELLER PACKING

We **do not sell your data** and will only share it under specific circumstances outlined below.

#### 4. Who We Share Your Data With

Your data may be shared with:

- Auditors, legal or regulatory bodies when required
- Other companies involved in fulfilling our contractual obligations with you
- Internal team members working on your project or account

#### 5. Data Retention

We retain personal data only as long as necessary for the purposes described above. Data may be held indefinitely unless you request its deletion or we no longer require it for business or legal reasons.

#### 6. Your Rights

Under the GDPR, you have the right to:

- Access the personal data we hold about you
- Correct inaccurate or incomplete data
- Request deletion of your data (subject to legal or contractual constraints)
- Object to or restrict processing
- Withdraw consent where applicable
- Lodge a complaint with the Information Commissioner's Office (ICO)

#### 7. Opting Out or Contacting Us

If you wish to opt out or request deletion of your personal data, please contact us at:

**Email:** [kim@stellerpacking.co.uk](mailto:kim@stellerpacking.co.uk)

**Phone:** 01892 837847

**Address:** Paddock Wood Distribution Centre, Unit Y, Transfesa Rd, Paddock Wood TN12 6UU



## 8. Final Note

If you are happy for **24-7 Steller Packing** to retain your data for the purposes of effective business communication and service delivery, you do **not need to take any action**. We rely on **legitimate interest** as our lawful basis for processing this data.

We are committed to protecting your data and maintaining your trust as a valued business contact.