

Data Protection and Privacy policy

David Stanley Auctions is committed to protecting people's personal data and keeping their identification safe. Due to necessary rules and regulations governing our industry and our trade, we must keep and store certain information to enable us to comply with the various regulations. This policy describes the reasons for us needing certain pieces of information from you, how we will use it and how we will store the information securely.

The following pieces of information we may request from you and it is this evidence we will hold in the business to meet our obligations. All hard copies of information are stored inside a locked filing cabinet in our secure office and all electronic items are held on a central server which is located in our office, which is in Osgathorpe, Leicestershire: -

- Your name – We require your name for the purposes of your registration for our auctions and to raise invoices for your purchases and sales.
- Your address – Will be used for generating sales and purchase documents only.
- Telephone numbers – We will request contact numbers for you for us to contact you regarding any business-related matter. We will only use your contact details for sales or marketing purposes if you have provided us with authority to contact you with details of our auctions and promotions.
- Your signature – Your signature is required on all documents that require a confirmation such as you signing in and out of the auctions or for you agreeing to the terms of a sales order. Copies of this will be kept in hard copy format only and will be stored securely in a locked cabinet.
- Email address – We will use your email address for marketing purposes only if you have previously opted in to receive our newsletter via an online sign up. We will use your email address to communicate with you for business purposes such as general correspondence and sales invoices and statements of accounts.
- Payment details – If you provide us with your payment details these will be held securely in hard copy format only and will be stored securely in our office.

You may request a copy of any or all of the data which we hold on you by putting your request in writing to Helen Sread, David Stanley Auctions, Stordon Grange, Osgathorpe, Leics, LE12 9SR or by emailing Helen@daivdstanley.com

We will inform you immediately of any breach of our company data and inform you if you have been directly affected by this breach.