



Privacy - Data Protection

About ARC Retail

ARC Retail is a brand of the ARC Business Services Limited (Trading address The Old Pump House, 1a Stonecross, St Albans, Hertfordshire, AL1 4AA. Our registered office is Watermead House, 2 Codicote Road, Welwyn, Herts AL6 9NB. Our registered company number is 4884805).

Contacting ARC Retail

Questions about our Privacy Statement can be addressed to the "Data Protection Officer" at the above trading address.

What we do

ARC Retail provides services to retail organisations including partnerships with pre-appraised software vendors to deliver discreet project based systems, process and change management solutions.

The Data Protection Act 1998

The Data Protection Act 1998 regulates the processing of personal data. The Act requires us to give information about our data processing activities and how we deal with the information that we hold.

Personal data is defined as any information relating to a living individual from which he or she can be identified (such as a person's name, address or date of birth).

We hold personal data purely for:

- Staff administration (including payroll)
- Advertising, marketing and public relations for our own business

Data processing

Any information held will not be disclosed to third parties for marketing purposes.

Access Rights

On payment of a statutory fee of 10 pounds (VAT exempt), you have the right to be informed of any information that we hold on you within 40 days. You also have the right to request that all inaccuracies be amended. All enquiries should be addressed to the "Data Protection Officer" at our trading address above.

ARC Business Services Ltd

The Old Pump House, 1a Stonecross, St Albans, Hertfordshire AL1 4AA
T: 01727 850777 F: 01727 869333 www.arc-business.co.uk