



Please fill in the whole form using a ball point pen and post or email to us at creditcontrol@macgregorsupplies.co.uk

Tick this box to receive communications regarding seasonal opening hours, product and services updates and promotions.

Tick this box if you would like to create an e-store account linked to your customer account. We will automatically set a new account on our online store and send you the credentials to access.

By completing this form, you are confirming you have read and accepted our terms and conditions (available from <http://www.macgregorsupplies.co.uk/terms-conditions/>)

TRADING TITLE: _____

TYPE / NATURE OF THE BUSINESS: _____

REGISTERED OFFICE / HOME ADDRESS

POSTCODE: _____
TEL: _____
EMAIL: _____

DIRECTORS / PROPRIETORS

1. _____
2. _____
TEL: _____
MOBILE: _____
EMAIL: _____

INVOICE ADDRESS

POSTCODE: _____

ACCOUNTS PAYABLE MANAGER

NAME: _____
TEL: _____
EMAIL: _____

DELIVERY ADDRESS (IF DIFFERENT)

POSTCODE: _____

BANKING DETAILS

NAME: _____
ADDRESS: _____

SORT CODE: _____
ACCOUNT NUMBER: _____

SOLE TRADER / PARTNERSHIP

1. _____
2. _____

By my signature below I authorise MIS to obtain a consumer credit report.

SIGNATURE: _____ **DATE:** _____

Instruction to you Bank or Building Society to pay by Direct Debit

NAME(S) OF ACCOUNT HOLDER(S)

REFERENCE NUMBER (MIS USE ONLY)

INSTRUCTION TO YOUR BANK OR BUILDING SOCIETY

Please pay MacGregor Industrial Supplies Ltd Direct Debits from the account detailed in this instruction subject to the safeguards assured by the Direct Debit Guarantee

I understand that this instruction may remain with MacGregor Industrial Supplies Ltd, and if so, details will be passed electronically to my Bank / Building Society.



BANK / BUILDING SOCIETY ACCOUNT NUMBER

SORT CODE

SIGNATURE(S)

DATE

1. _____

2. _____

Name and full postage address of your Bank / Building Society

TO THE MANAGER

NAME

ADDRESS

POSTCODE:

The Direct Debit Guarantee - to be detached and retained by the payer

This guarantee is offered by all Banks and Building Societies that take part in the Direct Debit Scheme. The efficiency and security of the Scheme is monitored and protected by our own Bank or Building Society.

If the amount to be paid or the payment dates change, MacGregor Industrial Supplies Ltd will notify you 10 working days in advance of your account being debited or as otherwise agreed.

If an error is made by MacGregor Industrial Supplies Ltd, or by your own Bank or Building Society, you are guaranteed a full and immediate refund from your branch or the amount paid.

You can cancel a Direct Debit at any time by writing to your Bank or Building Society.

Please also send a copy of your letter to us.



PRIVACY NOTICE

1. Introduction

We know that there's a lot of information here, but we want you to be fully informed about your rights, and how MacGregor Industrial Supplies Limited uses your data; for example we will explain things such as our credit checking procedure, and how we combine data across MacGregor Industrial Supplies Limited to build a picture of you so that we can offer you the best customer service.

2. What is MacGregor Industrial Supplies Limited?

MacGregor Industrial Supplies Ltd is a company made up of several related businesses and divisions.

3. Explaining the legal bases we rely on

The law on data protection sets out a number of different reasons for which a company may collect and process your personal data, including: Consent, Contractual obligations, Legal compliance and Legitimate interest.

4. When do we collect your personal data?

We will collect personal information about you from various sources including our website, account applications and more. For a full explanation visit our website.

5. What sort of personal data do we collect?

If you have an e-store account with us: your name, billing/delivery address, orders and receipts, email and telephone number. For your security, we'll also keep an encrypted record of your login password. For a full explanation visit our website.

6. How and why do we use your personal data?

We want to give you the best possible customer experience. One way to achieve that is to get the best picture we can of who you are by combining the data we have about you.

We then use this to offer you promotions, products and services that are most likely to interest you.

7. Here's how we'll use your personal data and why:

To process any orders that you make by using our websites, email, through an MIS employee, telephone contact or in store. To respond to your queries, refund requests and complaints.

8. Combining your data for personalised direct marketing

We want to bring you offers and promotions that are most relevant to your interests at particular times. To help us form a better, overall understanding of you as a customer, we combine your personal data gathered as described above, for example your shopping history. For this purpose we also combine the data that we collect directly from you with data that we obtain from third parties to whom you have given your consent to pass that data onto us.

9. How we protect your personal data

We know how much data security matters to all our customers. With this in mind we will treat your data with the utmost care and take all appropriate steps to protect it.

10. How long will we keep your personal data?

Whenever we collect or process your personal data, we'll only keep it for as long as is necessary for the purpose for which it was collected.

11. Who do we share your personal data with?

We sometimes share your personal data with trusted third parties.

For example, delivery couriers, technicians visiting your home, for fraud management, to handle complaints, our external auditors, to help us personalise our offers to you and so on.

12. Where your personal data may be processed

Sometimes we will need to share your personal data with third parties and suppliers outside the European Economic Area (EEA).

13. What are your rights over your personal data?

You have the right to request access to the personal data we hold about you, free of charge in most cases and more.

14. How can you stop the use of your personal data for direct marketing? There are several ways you can stop direct marketing communications from us:

- Click the 'unsubscribe' link in any email communication that we send you. We will then stop any further emails from that particular division.
- Write to **Data Protection Officer, 15-17 Henderson Road, Longman Industrial Estate, Inverness IV1 1SN**
- Sign in to our website and change your opt in settings

Please note that you may continue to receive communications for a short period after changing your preferences while our systems are fully updated.

15. MacGregor Industrial Supplies Finance

MacGregor Industrial Supplies Limited is a company authorised by the financial conduct authority.

When you purchase a product or service from MacGregor Industrial Supplies Limited, we may refer your personal details to third party financing companies to assist you with financing your purchase we will only do this with your permission of the information you supplied. If you agree to receive marketing communications from us, we will use your data to personalise what we send you. You are free to opt out of receiving marketing communications from us at any time.

16. Contacting the Regulator

If you feel that your data has not been handled correctly, or you are unhappy with our response to any requests you have made to us regarding the use of your personal data, you have the right to lodge a complaint with the Information Commissioner's Office.

You can contact them by calling **0303 123 1113**. Or go online to www.ico.org.uk/concerns (opens in a new window; please note we can't be responsible for the content of external websites)

If you are based outside the UK, you have the right to lodge your complaint with the relevant data protection regulator in your country of residence. Details can be found in Section 16.

17. If you live outside the UK

For all non-UK customers

By using our services or providing your personal data to us, you expressly consent to the processing of your personal data by us or on our behalf. Of course, you still have the right to ask us not to process your data in certain ways, and if you do so, we will respect your wishes.

18. Any questions?

For a full review of our privacy notice, visit our website <http://www.macgregorsupplies.co.uk/privacy-policy/>.

If you have any questions that haven't been covered, please contact our Data Protection Officer who will be pleased to help you:

Write to us at **Data Protection Officer, MacGregor Industrial Supplies Limited, 15-17 Henderson Road, Longman Industrial Estate, Inverness IV1 1SN**

This notice was last updated on 05/10/2018