



## **Privacy Policy for the Clients of J P Hildreth Ltd**

J P Hildreth Ltd will collect and use only the personal data about you that is essential to the provision of services. We will act in accordance with the General Data Protection Regulation (GDPR) introduced on 25 May 2018, the Data Protection Act 1998 and any other UK laws and regulations related to Data Protection Legislation currently in force.

We will treat your personal data with care and attention. We will only collect what is necessary. We will store it safely. We will not share it unless essential for the provision of services. We will delete it when it is no longer required.

The contact for enquiries about our Privacy Policy is Margaret Hildreth email [margaret@jphildreth.com](mailto:margaret@jphildreth.com) telephone 01494 418272. The detail of our commitment is set out here:

### **HOW WE COLLECT YOUR PERSONAL DATA**

We obtain personal data about you when:

- you ask us to provide a quotation for our engineering and project management services
- you engage us to provide our services and also during the provision of those services
- you contact us by email, telephone, post or via the contact form on the website to ask for information; or
- via publicly available resources.

### **INFORMATION WE HOLD**

- your personal business details: your name, company address, company email and company telephone numbers
- details of contact we have had with you in relation to the provision, or the proposed provision, of our services
- details of any services you/your company has received from us
- our correspondence and communications with you about potential and actual engineering projects
- information from publicly available resources.

### **HOW WE USE THE PERSONAL DATA**

- we process and use your personal data in order to provide an efficient service to you
- we may process your personal data for the purposes of our own legitimate interests, provided that those interests do not override any of your own interests, rights and freedoms
- we may process your personal data for certain additional purposes with your consent
- we may provide you with information related to our services, events and activities that you request from us, or which we feel may interest you, provided you have given your consent.
- we may notify you about changes to our services.

## **KEEPING YOUR DATA**

We will only retain your personal data for as long as is necessary to fulfil the purposes for which it was collected.

When assessing how long we should keep it, we take into consideration:

- the requirements of our business and the services provided
- any statutory or legal obligations
- the purposes for which we originally collected the personal data
- the types of personal data we have collected

If it is necessary to use your personal data for a new purpose, we will request permission.

## **DATA SHARING**

We do not share your personal data with third parties, except where it is strictly necessary for the performance of our services; or to administer the relationship between us or where we have another legitimate interest in doing so.

## **DATA SECURITY**

We have appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in any unauthorised way, altered or disclosed. We restrict access to your personal data to those employees who have a business need to know. All employees adhere to a duty of confidentiality.

## **YOUR RIGHTS OF ACCESS, CORRECTION, DELETION, AND RESTRICTION**

Under certain circumstances, by law you have the right to:

- request access to your personal data. This enables you to receive details of the personal data we hold about you and to check that we are processing it lawfully
- ask us to correct personal data that we hold about you
- request deletion of your personal data. You can ask us to delete or remove personal data where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal data where you have exercised your right to object to processing.

You will not have to pay a fee to access your personal data, or to exercise any of the other rights.

## **YOUR RIGHT TO WITHDRAW CONSENT**

Where you have provided your consent to the collection, processing and transfer of your personal data for a specific purpose (for example, in relation to direct marketing that you have indicated you would like to receive from us), you have the right to withdraw your consent for that specific processing at any time. We will no longer process your personal data for the purpose you originally agreed to, unless we have another legitimate basis for doing so in law.

If you would like to speak to us about the way we process your personal data, email Margaret Hildreth at [margaret@jphildreth.com](mailto:margaret@jphildreth.com), telephone 01494 418272 or write to us at our registered office, J P Hildreth Ltd, 114 Chartridge Lane, Chesham, Bucks, HP5 2RG, UK.

You also have the right to make a complaint to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues. Their website is: <https://ico.org.uk/concerns>