

Privacy Policy

1. Introduction

This privacy notice explains in detail the types of personal data we may collect about you when you interact with us. It also explains how we will store and handle that data, and keep it safe.

HPR (UK) is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using our service, and then you can be assured that it will only be used in accordance with this privacy statement.

HPR (UK) may change this policy from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes. This policy is effective from 25th May 2018.

2. What we collect

We may collect the following personal data information to provide our services:

- For Customers – Company Name, Address, Telephone Number, Email Address, VAT Number, Bank Details and References
- For Contractors – Name, Date of Birth, Place of Birth, Nationality, Address, Telephone Number, Email Address, Marital Status, Next of Kin, Genetics, Tax and Bank Details.
- Demographic information such as preferences and interests
- Other information relevant to customer surveys and/or offers

3. What we do with the information we gather

We require this information to understand your needs and provide you with a better service, and in particular for the following reasons:

- Internal house/record keeping
- We may use the information to improve our services
- We may periodically send promotional emails, about the new products, special offers or other information which we think you may find interesting using the email address which you have provided
- From time to time, we may also use your information to contact you for market research or customer feedback purposes

4. Who has access to your personal data

Your personal data records are held and maintained for our company by the Data Protection Officer. In most circumstances, only authorised company officials have access to this information. The company will not pass your personal information onto any other 3rd party, without your consent.

5. How do we protect your personal data

Information is held on a number of different systems and access on any system is always restricted to those who required that specific information to undertake a specific function. Any paper records are held in a locked cupboard and key access restricted to authorised officials.

The company use a range of high standard system packages to support our customer base and in today's modern world, most of the data is held in the "Cloud" in addition to on-premises. We are committed to ensuring that information is secure by maintaining a four layered security systems with restricted access.

6. How long will the personal data be held

On resignation from the company, your personal data will normally be retained for up to 7 years for permanent staff and 2 years for temporary staff. The records may be retained beyond this retention timeframe in the event of legal actions against the company, or if a court order is received requiring the company to retain specific information.

7. What are your data protection rights?

The new data protection regulations also set down your rights, in terms of the Company holding your personal data, specifically your rights to:

- Be informed regarding what data is being held, and why
- Any time access to the personal data we hold about you
- To be able to rectify errors in the data
- To request the erasure of the data being held

8. Contacting the Regulator

The company takes actions aiming to ensure that personal details are kept up to date and if you feel that your data has not been handled correctly, you have the right to lodge a complaint with the information commissioner's Office by calling **0303123113**.

Signed: *K.S. Hunter*

K.S. Hunter
Managing Director

Date: 14th June 2022