

## HARPER PLANT LTD - GDPR Statement

### Our privacy policy

How information about you and your company will be used:

Harper Plant Limited holds data on all suppliers, customers and company staff. Maintaining your trust and confidence is a high priority. In accordance with the new General Data Protection Regulation (GDPR) effective May 2018 we would like to assure you that we take every precaution to ensure that all paper and electronic information is stored securely.

Personal and sensitive personal data is stored on a password protected database. Hard copies of information are destroyed once they are no longer relevant. The information we hold on file may contain the following:

- 1) Name / address / contact details / email addresses / telephone numbers
- 2) invoices / credit notes / statements
- 3) Bank account details
- 4) Receipts

Why we collect information from you:

We collect information from you to process your order for products or services and to manage your account.

We want to make sure that your information is accurate and up to date. You may ask us to correct or remove any information which you think is inaccurate.

Your information may be shared with the following:

- 1) H M Revenue & Customers
- 2) Company accountant
- 3) IT/Software providers
- 4) Company bank
- 5) Staff members of Harper Plant Limited
- 6) Outside carriers for delivery of equipment and spare parts

We may from time to time contact you with sales offers and promotions. This may be by post, email or telephone.

How to contact us:

Should you wish to opt out of receiving any marketing or sales emails or, if you have any questions about our privacy policy or information we hold about you, please call us on 01980 863666 or email us at [gdpr@harperplant.co.uk](mailto:gdpr@harperplant.co.uk). Alternatively you may write to us at the above address.