

Albert Haywood & Sons Ltd
Glenmoor House
Clayton Wood Rise
West Park Ring Road
Leeds
LS16 6QS
0113 230 4050

Privacy Policy

Who We Are

Albert Haywood & Sons Ltd (*'we' or 'us' or 'our'*) gather and process your personal information in accordance with this privacy policy and in compliance with the relevant data protection Regulation and laws. This notice provides you with the necessary information regarding your rights and our obligations, and explains how, why and when we process your personal data.

Albert Haywood & Sons Ltd registered office is at **Glenmoor House, West Park Ring Road, Leeds, LS16 6QS** and we are a company registered in England and Wales under company number **948233**. Our designated Data Protection Officer for the organisation is **Pamela Britton** who can be contacted at pamela@haywoodsltd.co.uk or **0113 389 4827**.

Information That We Collect

Albert Haywood & Sons Ltd processes your personal information to meet our legal, statutory and contractual obligations and to provide you with our products and services. We will never collect any unnecessary personal data from you and do not process your information in any way, other than as specified in this notice.

The personal data that we collect from is: -

- Contact names within the business
- Invoice address
- Delivery addresses
- Business Email or email address given for contact.
- Relevant contact numbers for deliveries and contacting any department in relation to the services we offer
- Invoices and other documents we are required to hold by law.

We collect information in the below ways: -

When we set you up as a customer. So the information will be taken either over the phone, via email or through social media messaging.

How We Use Your Personal Data

Albert Haywood & Sons takes your privacy very seriously and will never disclose or share your data without your consent; unless required to do so by law. We only retain your data for as long as is necessary and for the purpose(s) specified in this policy. Where you have consented to us providing

you with promotional offers and marketing, you are free to withdraw this consent at any time. ***The purposes and reasons for processing your personal data are detailed below: -***

- We collect your personal data to provide a service and to ensure that orders are completed and can be sent out to your preferred address
- We collect and store your personal data as part of our legal obligation for business accounting and tax purposes

Your Rights

You have the right to access any personal information that **Albert Haywood & Sons Ltd** processes about you and to request information about: -

- What personal data we hold about you
- The purposes of the processing
- The categories of personal data concerned
- The recipients to whom the personal data has/will be disclosed
- How long we intend to store your personal data for
- If we did not collect the data directly from you, information about the source

If you believe that we hold any incomplete or inaccurate data about you, you have the right to ask us to correct and/or complete the information and we will strive to correct it as quickly as possible; unless there is a valid reason for not doing so, at which point you will be notified.

You also have the right to request erasure of your personal data or to restrict processing (*where applicable*) in accordance with the data protection laws; as well as to object to any direct marketing from us; to exercise your data portability rights, and to be informed about any automated decision-making we may use. The only partially automated system we have is when we approve

If we receive a request from you to exercise any of the above rights, we may ask you to verify your identity before acting on the request; this is to ensure that your data is protected and kept secure.

Sharing and Disclosing Your Personal Information

We do not share or disclose any of your personal information without your consent, other than for the purposes specified in this notice or where there is a legal requirement.

Safeguarding Measures

Albert Haywood & Sons Ltd takes your privacy seriously and takes every reasonable measure and precaution to protect and secure your personal data. We work hard to protect you and your information from unauthorised access, alteration, disclosure or destruction and have several layers of security measures in place, ***including: -***

- **Restricted VPN Access**
- **Bespoke Encrypted System built within the Filemaker Program**
- **Password protected server and system**
- **Local network storage (not being stored on the internet)**

Consequences of Not Providing Your Data

You are not obligated to provide your personal information to **Albert Haywood & Sons Ltd**, however, as this information is required **for us to provide you with our services & deliver your products**, we will not be able to offer our services without it.

How Long We Keep Your Data

Albert Haywood & Sons Ltd only ever retains personal information for as long as is necessary and we have strict review and retention policies in place to meet these obligations. We are required under UK tax law to keep your basic personal data (*name, address, contact details*) for a minimum of 6 years after which time it will be destroyed.