



HEYWOOD & PALMER
ENGINEERING LIMITED

Heywood & Palmer Engineering Limited
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Privacy Notice – Suppliers & Customers

Heywood & Palmer Engineering Limited collects and processes your personal data, relating to its suppliers and customers to manage the working relationship. The personal data may be held by Heywood & Palmer Engineering Limited on paper or in electronic format.

Heywood & Palmer Engineering Limited is committed to being transparent about how it handles your personal information, to protecting the privacy and security of your personal information and to meeting its data protection obligations under the General Data Protection Regulation (GDPR) and the Data Protection Act. The purpose of this privacy notice is to make you aware of how we use your personal data both during and after your working relationship with the company. We are required under the GDPR to notify you of the information contained in this privacy notice.

This privacy notice applies to all current and former Suppliers and Customers. It is non-contractual and does not form part of any contracts, consultancy agreement or any other contract for services.

What we need?

Our Personal Data Protection Policy governs the use and storage of your data.

Heywood & Palmer Engineering Limited are a controller of the personal data you provide to us. We collect some or all of the following types of personal data from you:

- Name
- Email address
- Phone number (s)
- Company address
- Bank details
- Company registration number
- VAT number

Why we need it?

We need your personal data in order to provide you with the following services:

- To provide, then deliver goods and services
- To purchase goods and services
- Credit account

When do we share your data?

We will share your data with third party contractors that have a benefit to you, such as couriers, so they can deliver your items. We also only share your information with organisations who are acting on our behalf, for example our accountants, or if we are under a duty to disclose or share your personal information in order to comply with a legal obligation.

What we do with your personal information?

Your personal data is processed on our premises Heywood & Palmer Engineering Limited, The Coach House, William Street, Ashton-under-Lyne, OL7 0BH. Your data is stored on our password protected computer system, accounts system and in our filing system. In processing of our accounts, our accountants have access to your data for the sole purpose of auditing our financial records. No other third-party providers have access to your data, unless specifically required by the law. Our sales/purchasing team has access to your data to be able to process orders and to ensure all the correct paperwork is raised.

How long do we keep it?

We keep personal data based on the retention required by law.

Security precautions

We have put in place measures to ensure the security of the personal information we collect and store about you and will use reasonable endeavours to protect your personal data from unauthorised disclosure and/or access.

Changes to our privacy notice

We keep our privacy notice under regular review and we will notify you of any changes.

What are your rights?

It is important that the personal information we hold on you is correct and up to date. So if you believe the data we hold on you is incorrect or incomplete, then you have the ability to request to see this information, rectify it or have it deleted. Please contact us via enquiries@heywoodandpalmer.co.uk