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Company Privacy Policy in respect of General Data Protection Regulation

In order to comply with the GDPR we have established this Privacy Policy which sets out what data we hold in respect of your company and employees, why we hold this data, how it is stored and your rights.

Purpose

The basis for holding this data is 'Contractual' because we need this information to be able to trade with you. Data collected will only be used for the purposes necessary for us to fulfil our business obligations to you as customer or supplier and we will not hold any data we do not need to fulfil this purpose.

Your data will only be used when trading with you and we will take all reasonable steps to ensure the data is secure, accurate and up to date.

What Data we hold

As a customer/supplier of Hardmetal Technology Limited we store a certain amount of data on your company as listed below but not limited to:

- Company name
- Company Address
- Company Registration number
- VAT Registration number
- Delivery Address
- Telephone / Fax contact numbers
- Bank Details where appropriate
- Credit Check information
- Details of business transactions

We will also hold contact details for various people within your organization such as sales persons, buyers, accounts personnel and general contacts. The information will generally be limited to their individual email addresses and contact numbers.

Storage and Security of Data

As we know how important data is to a company, it is our responsibility to keep it secure and therefore all data is only stored on business computers which are password protected, have anti-virus software, firewalls and others security measures in place.

Sharing of Data

Your data will only be shared if it is in the interests of your company or this business and it is lawful and fair or we are legally obliged to do so.

Your Rights

If at any point you believe the information we hold on you is incorrect you can request to see this information and have it corrected or request that the data be deleted (this latter action may mean we are unable to trade with you in the future) If you wish to raise a complaint on how we have handled your data, please do so by email to office@hardtechltd.co.uk marking the email for the attention of the Directors.

If you are not satisfied with our response or believe we are processing your data not in accordance with the law you can complain to the Information Commissioner's Office <https://ico.org.uk/>