



Privacy Notice

Henry W Pollard and Sons Ltd is committed to protecting and maintaining your privacy and to comply with our obligations under the General Data Protection Regulation (GDPR).

This policy statement sets out what we may collect, how we use it and protect it.

Who is collecting it?

Henry W Pollard and Sons Ltd

Registered office: 20 Monmouth Street
Bridgwater
Somerset
TA6 5EJ

What we may collect?

- Name and job title
- Position
- Company name
- Email address
- Postal address and telephone numbers
- Bank Details/UTR Number/National Insurance Number/Company Registration Number

Why is it collected and how is it used?

We collect and use personal information for a number of reasons

- Provide you with services and information on the company that has been requested
- For marketing purposes to send details on the services we provide and to express interest in potential future projects
- To communicate with project teams on current and completed projects
- To communicate with project teams and supply chain partners in processing current tender enquiries
- To enable us to conduct our business effectively including meeting any legal and statutory obligations
- To notify you of any material changes to the business and the services we offer
- To make payments for services provided

Protection of the Data Collected

Pollard is committed to ensuring your information is secure. We have systems in place that protect and safeguard the information stored to prevent any unauthorised access or disclosure, be that

internal or external, including electronic procedures – files are password protected with personnel only having access to files that are relevant to their position – as well as physical and managerial processes.

These systems are regularly reviewed to ensure they comply with the latest security updates and where necessary changes are made to maintain the integrity of our protection measures.

Sharing of Data

Data may be shared in specific instances:

- To facilitate communication between parties for the smooth management of a contract or tender
- To meet legal obligations

In general terms however, Pollard will not distribute or disclose any personal information to third parties without your express permission.

Retention of Information

We do not have a time scale on how long we will keep your records as this will be dictated by the period on which the relationship with you remains active as well as meeting our legal and contractual obligations.

However we will undertake periodic reviews of the information held and, where deemed no longer relevant, delete the records held.

Rights of Access

You have the right of access to your records and what data we hold about you. If you would like a copy of the information held please email GDPR@pollard-ltd.co.uk or write to us at the registered address above.

If the information held is inaccurate or incomplete you have the right to have that information corrected or completed.

Equally you have the “right to be forgotten” and have your information deleted. This we will do upon request assuming there is no compelling or legal reason for us to keep it.

Changes to the Privacy Notice

This privacy notice may be changed by us at any time.

Signed on behalf of Henry W Pollard & Sons Ltd


.....

Amanda Drewitt- Director and Company Secretary

Policy reviewed January 2020