



## **Norton Hydraulics Ltd Privacy Policy**

### **1. Who we are**

Norton Hydraulics Ltd

Unit 27 North Orbital Commercial Park, St Albans, Hertfordshire AL1 1XB  
Tel: 0208 807 4295

Unit 17 Finch Drive Braintree Essex Tel: 01376 326244

[www.norton-hydraulics.co.uk](http://www.norton-hydraulics.co.uk)

VAT 220 6960 80

As part of our daily business duties we respect and value the privacy of everyone who shares data with us and understand that your privacy is important to you. We respect and give you choices when processing your personal data. We also value your right to control that information.

### **2. Personal Data**

Means any and all data that relates to an identifiable person who can be directly or indirectly be identified from that data. In this case it means personal data that you give to us as part of daily business duties, with the definitions provided in the EU Regulation 2016/679, the General Data Protection Regulation "GDPR".

### **3. What Data Do We Collect and How We Use it**

As part of our daily business duties we only use data given to us by you via phone, fax, email or other forms of written or verbal communication.

This data is collected as part of our legitimate daily business activities with customers, suppliers and business partners these will include:-

- Company Names
- Internal and External Employee Names
- Business Addresses



- Email Addresses
- Phone Numbers
- Fax Numbers

We will also collect additional information from customers and suppliers who apply for and / or obtain credit accounts and banking details these include:-

- Bank Account and Payment Details, including credit cards for one time use only
- Your credit history and financial information either via credit searches or provided as part of your application.

Whenever your account is used we will collect transactional information regarding the goods sold or purchased, payment method, date and time of purchase.

Norton Hydraulics Ltd will process your data so that we can provide you with goods and services, as part of our daily duties these will include:-

- Managing and Maintaining Your Account
- Any process required to provide you with goods and services, for example purchase and sales ordering, invoicing, crediting, payments and quoting
- Delivery of goods to the addresses provided to Norton Hydraulics Ltd
- Considering an application for credit
- Communicating with you about your account, including notification of any changes, price increases and payment
- Analysing of customer ordering patterns and transaction history
- Sending out information new products, offers and survey's



#### **4 Employee Personal Data**

As an employee of Norton hydraulics you will have personal data kept on file in order to continue your employment as part of our daily business duties these will included:-

- Employee Home Address, email, contact telephone numbers
- National Insurance Number
- Tax Code Details
- Bank Account Details
- Any other items deemed appropriate and agreed by the employee and Norton hydraulics Ltd

#### **5 Disclosures**

Norton Hydraulics Ltd may on occasion share data with third parties as part of our legitimate daily business activities to supply products and services to you on our behalf. In some cases the third parties may require access to some of your data. Where any of your data is required for such a purpose, we will take all reasonable steps to ensure that your data is handled safely, securely and in accordance with your rights, our obligations, obligations of such third parties under the law.

There are certain circumstances where the law allows the Company to disclose data held by us without the data subject's consent.

For example: legal proceedings where we are complying with legal requirements, a court order or a government authority.

Norton Hydraulics Ltd regards the lawful and correct treatment of personal information as very important to a successful working relationship, and to maintaining the confidence of those with whom we deal with.



## **6. Data Protection and Storage**

Norton Hydraulics Ltd store data on secure encrypted servers, with cloud encrypted backups taken remotely.

Any printed documentation is kept securely within our premises.

Your data will only be accessed by approved members of staff in order to conduct legitimate daily duties

Procedures in place currently include:

- Antivirus Software
- Firewalls
- Use of strong Passwords
- Ensuring our Systems are up to date

Information will only be stored for as long as it is needed or required for the purposes of our current business relationship and will be disposed of appropriately and securely.

## **7 Data Retention**

Information will be retained on file for any future business activities. We will only hold a minimum amount of data and when the data is no longer required it will be destroyed securely.

We will safeguard your rights in line with GDPR at all times.

## **8. Accessing Your Data**

You have the right to ask for a copy of any of your personal data held by us. Under the GDPR this information will be provided complete and free of charge.

Please note you can withdraw your consent the above uses of your data at any time.



**Should you wish to opt out, please inform us in writing by email or post.**

## **9. Contact**

If you have any questions about this Privacy Policy, please contact us by email at [neil@norton-hydraulics.co.uk](mailto:neil@norton-hydraulics.co.uk) or by post at the above addresses.