

Atlas Concrete Limited / D A Harrison / D A Harrison & Company (Wigton) Privacy Policy

Here at Atlas Concrete Ltd, D A Harrison and D A Harrison & Company (Wigton) we take privacy very seriously. This policy will clarify all that you need to know with regards to this.

The following principles underpin the approach respecting to your privacy:

- Atlas Concrete Ltd, D A Harrison and D A Harrison & Company (Wigton) value the trust that you place in ourselves by supplying us with your personal data. We will only use this information in a way that is fair and worthy of that trust.
- We will provide clear information about how your personal data is used.
- We shall be transparent about what information is collected, what is done with it, with whom it is shared and who you should contact should you have any concerns.
- Atlas Concrete Ltd, D A Harrison and D A Harrison & Company (Wigton) will comply with all applicable data protection laws and regulations and will co-operate with data protection authorities.
- Personal data is held and processed on the lawful basis that such action is in the **legitimate interest** of Atlas Concrete Ltd, D A Harrison and D A Harrison & Company (Wigton), enabling us to act as both supplier, customer and employer.

What personal data does Atlas Concrete Ltd, D A Harrison and D A Harrison & Company (Wigton) process?

- Personal employee and supplier/customer contact details, such as title, full name, bank details and contact details.
- Company details such as name, office and/or site addresses, telephone numbers and email addresses.
- Date of birth, gender, home address and salary details, national insurance number and next of kin details if employed by Atlas Concrete Ltd, D A Harrison or D A Harrison & Company (Wigton).
- Records of your contact with ourselves such as via telephone, online, social media or email.
- Information which we obtain from a Credit Reference Agency including public and shared credit history, financial situation and financial history for customers and some suppliers.

Who do you contact within Atlas Concrete Ltd, D A Harrison and D A Harrison & Company (Wigton) about personal information or its usage?

Atlas Concrete Limited, D A Harrison and D A Harrison & Company (Wigton) are not legally required to appoint a Data Protection Officer (DPO) and therefore have appointed a Data Protection Controller within our management team to co-ordinate any data issues. In the first instance contact should be made by email to accounts@daharrison.co.uk, or by telephone to 016973 32585.

Does Atlas Concrete Ltd, D A Harrison and D A Harrison & Company (Wigton) do any monitoring involving processing of personal information?

All three businesses monitor where permitted by law. The information monitored may be shared for the purposes within the organisation only. Namely to directors, sales, finance, contracts and human resources (HR).

How long does Atlas Concrete Ltd, D A Harrison and D A Harrison & Company (Wigton) retain personal information?

- For as long as we have reasonable business needs, such as managing our relationship with you and managing our operations.
- For as long as we provide and/or are provided with goods and/or services.
- Retention periods in line with legal and regulatory requirements or guidance.

What are your rights under data protection laws?

- The right to be informed about the processing of your personal information.
- The right to have your personal information corrected if it is inaccurate and completed if incomplete.
- The right to object to Atlas Concrete Ltd, D A Harrison and D A Harrison & Company (Wigton) processing your personal information.
- The right to restrict processing of your personal information.
- The right to have your personal information erased (i.e. the right to 'be forgotten').
- The right to request access to your personal information.
- The right to move, copy or transfer your information ('data portability').

Consent

This is required by Atlas Concrete Ltd, D A Harrison and D A Harrison & Company (Wigton) to process all types of personal data. However it must be explicitly given.

By consenting to this Privacy Policy you are giving Atlas Concrete Ltd, D A Harrison and D A Harrison & Company (Wigton) permission to process any personal data held specifically for the purposes identified in this policy above.



Disclosure

Atlas Concrete Ltd, D A Harrison and D A Harrison & Company (Wigton) will not pass on your personal information to any third parties, with the exception being unpaid invoices and outstanding debt may be referred to our debt collection agents in order to recover any outstanding monies.

Should you wish to have any information held on file removed, once completion of works or supply of goods has taken place, please advise in writing to the Data Protection Controller at accounts@daharrison.co.uk.

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