

May 2019

To whom it may concern,

Re : GDPR Data Privacy Statement

On the 25th May 2018, the new General Data Protection Regulation (GDPR) legally took effect. As a business which holds business data relating to your company, we are legally obliged to inform you of what data we hold and how we will use such data.

We hold company information within our office equipment and they are stored in our accounting software.

The information we hold is listed below:

- Company Name
- Company Address
- Contact Name
- Insurance Certificates (Subcontractors)
- Telephone/fax numbers and email addresses
- Bank details
- VAT Number
- Company registration number

Information about your company is backed up daily and stored securely onsite for security and loss prevention purposes, and furthermore this information can only be used by our company. Our computing network is constantly monitored for viruses and access is limited to employees only with appropriate access levels granted within.

Please bear in mind we use data in relation to your business to enable general trading with you and for general correspondence with your staff. We will never share this information with outside parties unless we have written consent from yourself. The only exception to this would be in response to a formal request for information by a law enforcement or regulatory compliance body. Printed copies of invoices are secured in locked locations within our building which has limited access to staff.

The IT system is protected with anti-virus software. Software updates and associated security patches are uploaded promptly to ensure our system is optimized at all times. Questions, comments and requests regarding this privacy policy are welcomed and should be e-mailed to info@hudsonhorticultural.co.uk