

Hydramatic

ENGINEERING SOLUTIONS

Privacy Policy

Hydramatic Engineering Solutions:

Unit 1J Chelston Enterprise Centre
Castle Road
Wellington
Somerset
TA21 9JQ

Telephone: 01823 660639

Email: Sales@hydramatic.co.uk

Website: www.hydramicsomerset.co.uk

Twitter: @Hydramics

Facebook: www.facebook.com/Hydramatic-Engineering-Supplies-142099325957034/

VAT: GB 862946878

Company No: 06533925

Registered Office: The Counting House
Tonedale Business Park
Wellington
Somerset
TA21 0AW
Tel: 01823 663355
Email: admin@aplusaccountancy.co.uk
Registered in England & Wales No: 7285614

We are the controller and processor of your data. We will use your information as defined in this Privacy Policy.

What Data do we collect?

The only information we store are given to us directly from you or via phone, email or on our business website.

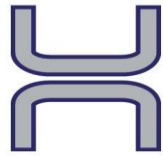
We only collect data that are essential to provide our customers with the products and services that they require. **No third parties are involved.**

The main information required and stored are as below:

- Company Names
- Employee Names
- Business Address

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- Email Address
- Phone Number

The only time we collect additional sensitive information from customers are under the circumstances when they are applying for or obtain a credit account. Which means we would need

- Bank account details
- Your credit history and other financial information either via credit searches you have authorized or provided as part of your application.

It is important that if at any time these details change, you contact us to update your information.

How we use personal Data:

The data that we collect helps us as a business provide you with goods and services, with the data we collect we can manage and maintain your account effectively and process any required invoicing, crediting, payments, quoting and to consider an application for a credit account.

The addresses that we keep on record provided to us by yourselves are only used to have delivery of goods to your premises or again invoicing reasons. We would only contact you if circumstances changed that would affect you, such as notifying you of price increases or payments.

Processing your data in this way is necessary to enable us to fulfil our obligations to you as a supplier.

How your Data is Stored

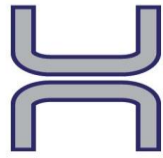
Your data will only be accessed by approved member of staff who require this data to perform the contract or contracts we have with you. All data is on secure servers which are password protected. Any documentation that happens to be printed for any reason is stored within the office or in a secure location.

Keeping Your Data Secure

Internet communications are not secure and therefore Hydramatic Engineering Solutions do not accept legal responsibility for the security of your data in transit. Any data that you send will be at your own risk.

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We have procedures and security features in place to keep your data secure once we receive it, this include:

- **Firewalls**
- **Antivirus Software**
- **Use of strong passwords**
- **Ensuring that our systems are up to date.**

How long do we keep your information?

It is a legal requirement that we keep accounting records for a period of 10 years. We will only keep your information for as long as it is necessary for us to fulfil the purposes that we describe in this policy and fulfil our legal obligations.

All data will be assessed regularly and deleted accordingly. You have the right to rectify any data that is inaccurate or incomplete.

When can we use your information?

We collect and use your information in the following circumstances:

- Legal obligation, where we believe it is necessary to use your information to comply with a legal obligation to which we are subject.
- Contract: Where our use of your information is necessary for us to perform the contract or contracts we have with you. For example, following up on quotes or enquiries.
With your consent: When filling in data on our website to request documentation or delivery of goods we will pass your details onto a distributor/courier.

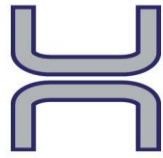
Who will we share your data with?

We do not share your personal data with third parties except in the following circumstances:

- Where it is necessary to do so to allow us to process your order for example with couriers/ freight forwarders.
- With any law enforcement agency, court, regulator, government authority or other third party where we believe this is necessary to

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comply with a legal or regulatory obligation or, otherwise to protect our rights.

- With any third party that purchase, or to which we transfer, all or substantially all our assets and business. Should such a sale occur, we will use reasonable efforts to try and ensure that the entity to which we transfer your information uses it in a manner that is consistent with this policy.

Using our website

Generally, you can use our website without providing any personal information. However, when your order online we will then ask for details to ensure we are able to fulfil your order.

Our website uses cookies. These cookies collect information about how the website is used no information is collect that identifies a visitor. All information these cookies collect is aggregated and therefore anonymous. It is only used to improve how our website works. By using our website, you agree that we can place these types of cookies on your device.

How can you contact us?

Hydramatic Somerset Ltd

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Castle Road
Wellington
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TA21 9JQ

Telephone: 01823 660639

Email: Sales@hydramatic.co.uk

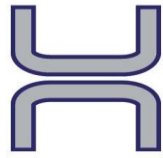
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