

Supplier, Customers and Contracts Privacy Policy

This Privacy Policy will help you understand what data we collect, why we collect it and what we do with it.

Our Privacy Policy explains:

- What information we collect and why we collect it
- How we use that information
- Where necessary or required, who we share information with
- How long we will keep information before destroying it

Information that we collect:

We collect all the necessary information stated below which enables us to facilitate trading with you now or in the future and enables us to correspond with your employees on a regular basis. These details are kept as a legitimate business interest:

- Company Name and address (including all site locations)
- Company Contacts (Sales, Accounts, Management)
- Various telephone and fax numbers as supplied by you
- Various email addresses as supplied by you
- Bank account details
- VAT number

How we use information

Please find below details of what and how we use the information:

- **Company Name and address** – Legitimate business interest and Invoice purposes
- **Company Contacts** – Legitimate business interest Invoice/ legal document requests / Communication
- **Various telephone and fax numbers** – Legitimate business interest and Invoice purposes / Communication
- **Various email addresses** - Invoice/ legal document requests / Communication
- **Bank account details** – Legal and Invoice purposes
- **VAT number** – Legal and Invoice purposes

Where necessary or required, who we share the information with:

- Company Name and address – Legitimate business interest and Yorkshire Bank
- Bank account details – Legal and Yorkshire Bank

How long we will keep information before destroying it:

We will keep suppliers, customers and contracts information until the company is no longer trading.

Alfred Hymas Ltd will **NEVER** sell this information.

Signed

Date 25/05/2018



Stewart Hymas

**Alfred Hymas Ltd
Managing Director**



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