

1.What information will we use?

We will collect and use information about you.

This information will be your company registration details, name and address, telephone number(s), email address(s) and other information that you give us.

2.How will we use your information?

Your information will be stored electronically on our customer database.

Your information will be used to enable us to produce the relevant paper work involved in the process of fulfilling your purchase order requirements.

We will pass your details to our bankers for , in the case of new customers, the relevant credit checks, and to identify the origin of monies received into our account.

3.When we can use your information

We will use your information in the following situations:

- where our use of your information is necessary for us to perform the contract or contracts that we have with you. These contracts include the terms and conditions and any other agreements we may enter into with you from time to time.
- where the use of your information is for the purpose of our legitimate interests and we have made sure that your information, and your rights in relation to that information, are protected.
- where we believe it is necessary to use your information to comply with a legal obligation to which we are subject.
- where we have your consent we will collect technical information such as data from cookies and similar technologies.

Where we rely on your consent to use your information, you have the right to withdraw that consent at any time.

4.The period for which we will keep your information

We will keep your information for as long as is necessary for us to fulfil the purposes that we describe in this policy.

Should your account with us become inactive, we will store your information securely on our database for an indefinite period, pending any future activities that may arise.

5.Who will we share your information with?

We may share your information within H W Webb (Engineers) Ltd.

Other organisations and service providers that we work with from time to time.

Our professional advisors.

Any law enforcement agency, court, regulator , government authority or other third party where we believe it is necessary to comply with a legal or regulatory obligation, or otherwise to protect our rights or the rights of any third party.

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

WE WILL NEVER SHARE YOUR DETAILS WITH ANYONE ELSE

6.Transferring your information internationally

It is highly unlikely that we will transfer your information internationally.

However, should the need arise, we are aware that countries have different standards to control how your information is used and protected, and these standards may not be as strict as those in place in the United Kingdom.

If we transfer your information to a country that does not have data protection laws which offer an adequate level of protection, we will ensure that the organisation which receives your information is a participant in the Privacy Shield Framework (for more information visit the Privacy Shield Website), put in place appropriate safe guards to protect your information, or otherwise ensure that we can transfer your information in a way that complies with data protection law (e.g. in some circumstances we may ask for your explicit consent to make a transfer of your information).

Your choices and rights

You have a number of rights in relation to your information and can choose how we collect and use it.

You may ask us to update, complete or correct your information at any time.

Request that we erase or restrict our use of your information.

Request that we provide your information to you in a commonly used electronic format and to have that information transmitted directly to another organisation (this is known as the right to "data portability").

Object to our company using your information in certain circumstances.

Who we are

We are H.W.Webb (Engineers) Ltd, a company registered in England under number 03031488.

Our registered office is at Triple Plea Road, Woodton, Bungay, Suffolk NR35 2NS.

We protect your information, our business depends on it.