



Hambleside Danelaw Privacy Policy

Contact details

Hambleside Danelaw

Address: Long March Industrial Estate, Daventry, NN11 4NR

Phone Number: 01327 701900

E-mail: marketing@hambleside-danelaw.co.uk

The type of personal information we collect

We currently collect and process the following information:

- Contact details; including postal and email address, phone number, job title, and place of employment.
- Customer financial information
- Employee data; including financial information, date of birth, and home address
- Company website usage: this does not identify individual use but whole company use
- Communications data: where we have been contacted via our contact form or through email. We collect the communication with us, such as emails, video recordings, messages on social media and survey responses.



How we get your personal information and why we collect it

Most of the personal information we process is provided to us directly by the individual for one of the following reasons:

- To set up a purchasing account, where the contact will be buying from Hambleside Danelaw
- To set up a vendor account, where Hambleside Danelaw purchase materials or goods from the contact
- To set up an individual as an employee for Hambleside Danelaw

We use the information that you have given us in order to keep you informed of relevant updates; such as pricing notification, account manager changes, order updates, invoicing and other financial communications.

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

(a) Your consent. You are able to remove your consent at any time. You can do this by contacting marketing@hambleside-danelaw.co.uk

(b) We have a contractual obligation.

(c) We have a legal obligation.

(d) We have a vital interest.

(e) We have a legitimate interest.

How we store your personal information

Your information is securely stored on our network drives and Finance systems. All hard copy Invoices and delivery notes are filed & stored in a storage room or locked away in the finance office.

We keep hard copies of invoices for a minimum of 7 years before destroying but they are also attached on our new finance system also. We dispose of the hard copies in secured sealed private information bags which are then taken away for shredding by an external company.



Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at marketing@hambleside-danelaw.co.uk if you wish to make a request.



How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at marketing@hambleside-danelaw.co.uk.

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>