



Privacy Policy CLIENTS

H.D. Services Ltd is committed to ensuring your personal data is protected by adhering to the principles of the EU General Data Protection Regulations (GDPR). This privacy policy explains how we use any personally identifiable information you give us through our website, hard copy forms, electronically or via our staff.

It will advise you of what information we may ask from you and how we store that data securely. It also explains what we ask you to do to help us keep your data accurate, relevant and up to date.

When we ask you for your personal data, we will:

- Explain clearly and transparently why we need this personal data;
- Secure it safely, protecting it from any unlawful access;
- We will never pass your data over to any 3rd party for marketing purposes;
- We will only use the data we take from you for the purpose we took it for;
- We will only take data that is relevant, adequate and limited to what H.D. Services Ltd need for the purpose of any agreement;
- We will not keep your data any longer than is necessary.

We ask you to:

- Make sure the information you supply us is accurate;
- Inform us, as soon as possible, if this information changes i.e. your contact details or address.

Disclosing your information

We collect data from you to comply with legal requirements and to undertake the performance of the contract agreed. We will only pass this personal information on if we have a legal obligation to do so unless it is to a 3rd party. H.D. Services Ltd does not pass on any of its data to 3rd parties other than those specified to undertake the contract entered into. We may pass on data to HMRC should we be required to do so.

You can find out about the information we hold on you, correct any errors and find out any 3rd parties we have shared your information with by contacting our offices.

For any additional advice about data protection and the General Data Protection Regulation, you can contact the Information Commissioners Office at www.ico.org.uk.