

<b>DOCUMENT NO.</b>	<b>D695</b>	<b>DATE</b>	09/04/18
<b>VERSION</b>	1	<b>AUTHOR</b>	R KNIGHT

Holroyd Components Ltd understands that your privacy is important to you and that you care about how your personal data is used. We respect and value the privacy of all of our customers and will only collect and use personal data in ways that are described here, and in a way that is consistent with our obligations and your rights under the law.

This Privacy Policy explains how we use any personal information we collect about you.

Personal data is defined by the General Data Protection Regulation (EU Regulation 2016/679) (the “GDPR”) as ‘any information relating to an identifiable person who can be directly or indirectly identified in particular by reference to an identifier’.

Personal data is, in simpler terms, any information about you that enables you to be identified. Personal data covers obvious information such as your name and contact details, but it also covers less obvious information such as identification numbers, electronic location data, and other online identifiers.

#### **What information we collect about you?**

We collect information about you when you place an order for products or services. We also collect information when you voluntarily complete customer surveys, provide feedback and participate in competitions. This may vary according to your relationship with us:

- Name
- Address
- Email address
- Telephone number
- Business name
- Job title
- Enquiry information
- Quotes
- Emails related to normal business activities
- Payment information
- Sales History

#### **How will we use the information about you?**

We collect information about you to process your order, manage your account and, to email you about other products and services we think may be of interest to you as a business partner of Holroyd Components Ltd.

Holroyd Components Ltd will not share you information for marketing purposes with other companies.

In processing your order, we may send your details to, and use information for credit references agencies and fraud prevention agencies.

### **Marketing**

We will only contact you as a business partner of ours to discuss future product lines and opportunities of development that you can offer to your customers.

You have a right at any time to stop us from contacting you for marketing purposes.

If you no longer wish to be contacted please email [sales@holroydcomponents.com](mailto:sales@holroydcomponents.com)

### **Access to your information and correction**

You have the right to request a copy of your information that we hold about you. If you would like a copy of some or all of your personal information, please email [sales@holroydcomponents.com](mailto:sales@holroydcomponents.com). We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information you think is inaccurate.

### **Changes to our Privacy Policy**

We keep our privacy policy under regular review and we will place any updates on this document. This Privacy policy was last updated on 9<sup>th</sup> April 2018.

### **How to contact us**

Please contact us if you have any questions about our privacy policy or information we hold about you, - By email; [sales@holroydcomponents.com](mailto:sales@holroydcomponents.com)

Or write to us at:

Holroyd Components Ltd, Shire Hill Industrial Estate, Saffron Walden, Essex, CB11 3AQ