

Shire Agri Hires - GDPR Privacy Policy

On 25th May 2018 there's a big change happening to privacy laws in the UK. The new General Data Protection Regulation (GDPR) gives you more control over how your personal information is used and makes it quicker and easier for you to check and update the information relating to your business. We hold this information from previous business transactions and some of this we are legally required to hold for audit purposes as well as allowing us to trade with your company on an ongoing basis.

How we protect and use your information

At Shire Agri Hires we do all we can to respect your right to privacy and the protection of your personal information. We are committed to ensuring that your information is secure with us. Our IT specialists use the most up to date methods to make sure that your information remains confidential, it is backed up and secured off site to increase security and prevent any loss of information. We only use the information relating to your business to allow us to trade with you and your business and for any general correspondence, the information we have will not be passed on to any third parties.

The information we use and where we get it from

We hold information on your business within our accounting and sales systems, the information that we hold could be, for example:-

- Business name and address
- Business Contact (Buyers/Sales/Accounts staff)
- Email Address (if previously supplied by yourselves)
- Telephone/Fax Numbers
- VAT/Company Registration Numbers
- Bank Account Details (for payment purposes)

This information will have been provided by you through previous correspondence with Shire Agri Hires, possibly through requesting a quote or the processing of an Invoice to or from yourselves.

How long do we keep your information?

We don't keep your information for longer than we need to, which is usually up to six years after your relationship with the Company ends, which is a legal requirement, unless we are required to keep it longer (for example due to a court order or investigation by law enforcement agencies or regulators).

Your rights

You have a number of legal rights to control what we do with your information. For example, you can ask us to tell you what information we have about you and get a copy of it; correct or update information that is wrong; stop using your information in certain circumstances and letting us know to stop sending you marketing material.

Please complete and return a copy of the attached email to info@shireagrihire.co.uk or via post to the address at the bottom of this letter.

Claire McKie
Data Protection Officer

Shire Agri Hires, Bridgemill Business Park, Glenluce, Newton Stewart, DG8 0PY

24/05/2018