



## Farrel Limited

### Privacy Statement

At Farrel Limited we are committed to protecting and respecting any personal information shared with us, the HF Group adopts strong principles for the protection of personal data.

The Farrel Board of Management is ultimately responsible for compliance with data protection law. All employees at Farrel Limited have some responsibility for ensuring that personal data is kept secure and processed in a lawful manner, certain employees have particular responsibilities of which they will be aware.

Farrel has a **General Data Protection Regulation** policy (GDPR) applicable to all employees, contractors/agency workers, Directors, interns and partners, issued in May 2018.

### GDPR External Policy

In the following statement we describe the type of information that we collect from you and how this information is used, how we would potentially share this information and who with. And finally how you can manage this information that we hold and how best to contact us.

### What information is collected from you?

We collect information about your business, people who work in that business and any relevant correspondence between our companies relevant to potential, current or past works or business carried out. We only collect information that is relevant and adequate for the purpose that it was provided. The following are examples of some of the relevant information collected.

1. Names
2. Business addresses
3. Business telephone numbers, mobile telephone numbers
4. Email addresses
5. Website address
6. Drawings relevant to work in progress, such as site and installation
7. Emails sent and received between our companies
8. Details of any transactions between our companies, contract and legal details
9. Signatures of delivery notes for works received either by collection or delivery
10. Bank account information for the purpose of making of receiving payment for works, commissions, rents
11. Quotations sent and received



### **How is this information used?**

The information collected is used for a number of reasons:

1. To comply with legal and regulatory obligations
2. Pursuant to establishing or continuing a business relationship to perform a contract.
3. Calculation of costings for quotation purposes and final costings for invoicing purposes
4. Use by Farrel database for quotation/sub contract/purchase order or historic analysis and internal reference
5. The ability to contact the correct person when processing an item
6. Internal purposes for market analysis
7. Proof of collection/delivery/payment

### **Who do we share this information with and how?**

1. With third parties if it relates to works we undertake on your behalf, we do not however relate customer identity to our sub suppliers
2. Within the group of HF companies pursuant to the completion of enquiry and order fulfilment
3. If there is a legal interpretation or undertaking we will share this information with our counsel
4. When submitting records to auditors

### **Managing the information we hold about you**

Farrel Limited would like to hold this information so long as it is relevant to us and we have a legal obligation to hold financial records. You have a right to access any of the information we hold about your or your company at any time, especially if you feel that some of the data held may be incorrect.

You have a right to access your personal data, to rectify inaccurate or out of date information, you can request the deletion of personal data to the extent required by law.

You have the right to prevent us or request a restriction from sharing your information or documentation that we hold with third parties.



### **How is your data stored?**

At our works premises, paper documents are stored in our filing system.

All digital data is secured via user account and password thereby restricting access.

Data systems are backed up on site secured by physical access keyed door. Data is also backed up to Farrel Corp USA, secured in the same way, access restriction physically and digitally.

### **How long will we keep your data?**

We will keep the data at least for the minimum time required by law. Some data we may keep indefinitely dependant on if you issue a precise instruction to us.

### **Your data and its security**

All of your data is stored in a secure environment, digital is password protected. Only authorised personnel are allowed access.

### **How to contact us**

Contact us through the Farrel Board of Management, Farrel Ltd, Queensway, Castleton, Rochdale, OL11 2QQ.