



## PRIVACY POLICY

Leods Contracts Ltd is committed to protecting the privacy of your personal information. For the purpose of application data protection law, including the Data Protection Act 1998 and from its entry into force on 25<sup>th</sup> May 2018, the General Protection Regulation (EU) 2016/679) (together, DP Law).

This Privacy Notice explains how we collect, use and disclose personal information about you, whether by e-mail, post, fax, telephone or website. As a business we hold personal data relating to your company and we are legally obliged to inform you of what data we may hold on file and how we will or will not use it. You have the right to obtain copies of personal data we may hold or opt out and request the erasure of your personal data where it is no longer necessary for us to retain it. Your data would not be kept longer than required to ensure we comply with our legal requirements. You also have the right to opt out of any marketing communication via telephone, email or post and we would have to seek your consent for this where necessary under DP law.

The personal information we collect from you is used primarily to enable us to facilitate day to day trading with your company and provide you the specific service you require. It also allows us access to general correspondence information via our computer system or email.

Personal information can include the following:-

- Your title, forename and gender.
- Your work-related business names.
- Your personal or work-related contact details (depending on which you submit).  
such as e-mail address, mobile number, landline number, fax number and postal address.
- Your bank details, including your bank name and address, sort code and account number.
- Your VAT and Company Registration number.
- Your contact and marketing preferences.
- Information necessary for legal compliance.

This information will be collected primarily from you as information voluntarily provided to us. Unless we hear otherwise we will assume that you are happy for us to continue to securely store your data and we will never disclose your information to any other third party without your consent.

If you have any questions regarding our Privacy Notice, please contact us on email at [sales@leodscontracts.co.uk](mailto:sales@leodscontracts.co.uk) or via our postal address; Unit 5 Broomfield Industrial Estate, Folly Hall, Huddersfield .HD1 3PA .Tele :01484 434831