

## Website Privacy Policy

H. Lee and Son 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 everyone who visits this website, <http://hleeandson.co.uk/> 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.

### Information About Us

**Full Company Name:** H Lee and Son

**Main Trading Address:** The Woodyard, Bellevue Road, Ashbourne, Derbyshire DE6 1AT

**VAT No:** 125 3815 82

**Data Protection Officer:** David Lee

**Email Address:** hleeandson@hotmail.co.uk

**Tel No.** 01335 342530

### What is Personal Data?

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 Data Do We Collect?

Depending upon your use of Our Site, we may collect some or all of the following personal and non-personal data:

- Name;
- Date of birth;
- Address;
- Email address;
- Telephone number;
- Business name;
- Job title;

## **How Do You Use My Personal Data?**

Under the GDPR, we must always have a lawful basis for using personal data. This may be because the data is necessary for performance of a contract with you, because you have consented to our use of your personal data, or because it is in our legitimate business interests to use it. Your personal data may be used for one of the following purposes:

- Providing and managing your Account
- Supplying our products and services to you. Your personal details are required in order for to enter into a contract with you.
- Personalising and tailoring our products and services for you.
- Communicating with you. This may include responding to emails or calls from you.
- Supplying you with information by email or post that you have opted-in to (you may unsubscribe or opt-out at any time
- Analysing your use of our site and gathering feedback to enable us or to continually improve our site and your user experience.

With your permission and/or where permitted by law, we may also use your personal data for marketing purposes, which may include contacting you by email, telephone, text message or post with information, news, and offers on our products services. You will not be sent any unlawful marketing or spam. We or will always work to fully protect your rights and comply with our obligations under the GDPR and the Privacy and Electronic Communications (EC Directive) Regulations 2003, and you will always have the opportunity to opt-out.

## **Security**

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online.

## **Controlling your personal information**

You may choose to restrict the collection or use of your personal information in the following ways:

- Whenever you are asked to fill in a form on the website, look for the box that you can click to indicate that you do not want the information to be used by anybody for direct marketing purposes
- If you have previously agreed to us using your personal information for direct marketing purposes, you may change your mind at any time by writing to or emailing us via the contact page.

We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so. We may use your personal information to

send you promotional information about third parties which we think you may find interesting if you tell us that you wish this to happen.  
You may request details of personal information which we hold about you under the Data Protection Act 1998.

If you believe that any information we are holding on you is incorrect or incomplete, please write to or email us as soon as possible, at the above address. We will promptly correct any information found to be incorrect.