



HE & BS Benson Ltd

Tel +44 (0) 1638 663535

Fax +44 (0) 1638 667434

sales@hebsbenson.co.uk

www.hebsbenson.co.uk

Privacy Policy

Our privacy policy explains how we collect, store and handle your personal data.

Commitment to privacy

We respect your privacy and are committed to protecting the personal information you provide to us.

When you provide us with your personal data, you consent to us processing all such personal data as set out in this statement.

Even though we take appropriate technical steps to protect your security, you should remember that data transmission over the internet cannot always be guaranteed as 100% secure so you use the website at your own risk.

Personal data

We keep personal data upon its submission, to provide you with answers to enquiries and quotations.

This data will be held securely on our systems, so we can contact you back in the future.

You have the right to ask for a copy of your data held by us. You also have the right to require us to correct any inaccuracies in your data or remove your details altogether.

Why do we collect your personal information?

We collect information to help manage the products we provide, should your enquiry result in an order we'll contact you about important information relevant to it, such as, design specification, acknowledgments, delivery dates and invoices.

The type of information we collect?

The information we have about you is limited to only what we need to provide our products effectively.

This information includes:

- Your name.
- Your company's name.
- Your work email address.
- Your work telephone number.
- A record of any written communications.

HE & BS Benson Ltd

1 Laureate Industrial Estate, Exning Road, Newmarket Suffolk CB8 0AR

Company No. 717293 England

Chairman: D.J.G Price, Directors: M.D Goodrham, T.J Smith, J Younger





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Who do we share your data with?

Should your enquiry result in an order, your data is and could be securely shared with:

- Transport providers for the delivery of goods
- Professional advisers including lawyers, bankers, auditors and insurers based in the UK who provide banking, legal, insurance and accounting services.
- HM Revenue & Customs, regulators and other authorities based in the United Kingdom who require reporting of processing activities in certain circumstances.

We do not share your data with any third party for marketing purposes.

How long will we keep your personal data?

Whenever we collect or process your personal data, we'll only keep it for as long as is necessary for the purpose for which it was collected.

If you enquire about our products, but don't go ahead with ordering them, we'll keep your personal data for 12 months from last contact before permanently deleting it.

How do we protect your personal data?

We will treat your data with the utmost care and take all appropriate steps to protect it. Processing software is password protected.

What are your rights?

You have several legal rights in relation to the information that we hold about you which include:

- The right to request details of the information we have about you.
- The right to ask that we update your information if it is inaccurate or incomplete
- The right to ask that we erase your information in certain circumstances.
Please note there may be circumstances where you ask us to erase your information, but we are legally entitled to retain it.
- The right to make a complaint with the Information Commissioner www.ico.org.uk if you think that any of your rights have been infringed by us.

D J G Price
Chairman
22.05.19

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