



## **Privacy Policy SUPPLIERS**

As a company we are obliged to inform you of what data we hold for your company and how we will or will not use this data.

The data we hold regarding suppliers is stored on a secure system and is for general communication purposes and to help maintain our trading relationships with your company; we do not share this information with any third parties.

### **The following is the data we hold on file for your company:**

- Company name/trading name
- Company registration number (if applicable)
- Company registered office
- Any relevant licence numbers (if applicable) e.g. waste carrier licence numbers
- Delivery and invoice addresses (if different to company registered office)
- Contact names and relevant telephone and fax numbers
- Email addresses
- VAT number (if applicable)
- Suppliers bank details (if provided) for payments to be made from us
- Account/Invoice activity

The above information is backed up and stored separately for security and loss prevention.

We are the only party who can access this data and at no point will this data be passed to a third party.

Should you wish to have your data removed from our files, please confirm this request in writing. If we do not receive such instructions we will assume you agree to H.D. Services Ltd holding this information.

For any additional advice about data protection and the General Data Protection Regulation, you can contact the Information Commissioners Office at [www.ico.org.uk](http://www.ico.org.uk).