

PRIVACY NOTICE

Location: **5 ESTATE ROAD | WHIMSEY IND EST | CINDERFORD | GLOS. | GL14 3JA**

Policy Statement

Derek W Hancox Ltd is legally obliged to operate in accordance with the *Data Protection Act (2018)* – which makes provision for the *General Data Protection Regulation (2016/679)*.

We take the privacy of website user data seriously. This Privacy Policy Statement is incorporated within (and subject to) our business terms and conditions.

Data security, collection and use

Derek W Hancox Ltd collects data which might include personal data when website users make enquiries or directly contact customer services personnel.

We commit to the lawful, fair and transparent treatment of personal data to safeguard the successful provision of our products and services.

Data used for the processing of enquiries may include identifier information such as the name and contact details of the person making an enquiry. Personal data is not be processed by us unless certain conditions are met. Data is not retained for longer than is legally necessary or specified.

Cookies

A “cookie” is a small fragment of information that a website can store on a user’s web browser and later retrieve. A cookie cannot be read by any website other than the one that set up the cookie. Cookie information, like all information submitted through the Derek W Hancox Ltd website, is confidential.

We do not use cookies to analyse browsers once a user has left our website.

Our website uses cookies to pre-populate enquiry forms so that users do not have to re-enter data. Cookies enable the website to recognise information that users have consented to in order to help us determine what functions of the website are most appropriate for the professional needs of users.

Marketing permissions and third parties

Derek W Hancox does not undertake any marketing activities.

We do not sell, trade or share personal information with third parties, unless there is a legal obligation to do so.

Changes and updates to this statement

It is the intention of Derek W Hancox Ltd to review and update this statement from time-to-time. Continued use of our website assumes the user’s agreement to this policy.

DEREK W HANCOX LIMITED – PRIVACY

USEFUL INFORMATION

- *Data Protection Act (2018)*
- *European Data Protection Regulation (GDPR) 2016/679*
- Information Commissioner's Office [ICO] *Right of access – A guide to individual rights*
- Internal policies, procedures, handbooks, contractual specifications, developed project actions and performance reporting data

USEFUL CONTACTS

Information Commissioner's Office (ICO) / 0303 123 1113

Offers guidance, codes, checklists and toolkits on data protection and individual rights

www.ico.org.uk

National Cyber Security Centre (NCSC) / 0300 020 0964

Offers incident response to minimise national cyber threats and includes a reporting framework

www.ncsc.gov.uk