



WEAVER STREET  
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LS4 2AU

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## **European Union General Data Protection Regulations 2016**

Information on companies and individuals has only been gathered through direct contact by that individual or organisation. The information held by J W Hinchliffe (Tanks) is as follows:

### **External Individuals**

- Name
- Address – If specifically supplied by the individual for the purposes or carrying out works or providing a quotation.
- Contact telephone number and/or email address

### **Employees**

- Name
- Address
- Date of birth
- National insurance number
- Tax code
- Declared medical history
- Driving license details
- Training history

### **Companies / Organisations**

- Trading name
- Registered address
- Company Reg number
- SSIP status

Any electronic data is stored on an encrypted network to prevent any un-authorised use.

Information stored in paper format is stored within a secure building and is not accessible by any unauthorised individuals.



Registered Company: 3244006 VAT Number: 734 686405





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J W Hinchliffe (Tanks) Ltd will not share any information with any third party unless specifically required to by law. Information and data is stored by J W Hinchliffe (Tanks) Ltd for the following reasons, and will not be used for any other purpose than:

- Generating of quotations following direct contact initiated by an individual or organisation.
- Passing of information to an individual or organisation relating to a quotation or enquiry.
- Processing of invoices for works completed.
- Transferring of documentation at the request of an individual or organisation.

J W Hinchliffe (Tanks) Ltd will not conduct any cold calling operations following the receipt of personal contact information.

Upon request, J W Hinchliffe (Tanks) Ltd can access, delete and destroy any information stored either electronically or in paper format, providing that the information does not conflict with legal requirements such as accounting or environmental procedures.

Should there be any questions relating to the handling and storage of data by J W Hinchliffe (Tanks) Ltd, please do not hesitate to contact our office.



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