

James Holding Dairy Engineering

Registered Office: Unit 18, The Gardens, Malton Road, York, YO32 9TN

Telephone number: 01904 400 449

Privacy Notice

When you contact James Holding Dairy Engineering, the information you provide (personal information such as name, address, email address, phone number) will be processed and stored so that it is possible to contact you and respond to your correspondence, provide information, send invoices and receipts relating to your agreement. Your personal information will not be shared with any third party without your prior consent.

When you contact us

The information you provide (personal information such as name, address, email address, phone number, organisation) will be processed and stored to enable us to contact you and respond to your correspondence, provide information regarding our services. Your personal information will not be shared or provided to any other third party.

The Information we hold

The information James Holding Dairy Engineering holds and why are detailed below:

- Company Name (Supplied by you for trading purposes)
- Company contacts (Supplied by you, for trading purposes/trading queries)
- Address (Supplied by you, for delivery/on site jobs/invoicing)
- Email addresses (Supplied by you, for invoicing/contacting purposes)
- VAT number (supplied by you, for trading purposes)
- Contact details of your employees (Supplied by them, for contact to carry out business with and on your behalf)

James Holding Dairy Engineering are committed to protect the confidentiality and security of your personal data and we do not share your data with anyone without your consent.

We are required by law to keep your personal data i.e. Name, Address, and Contact details. For a minimum of 6 years after a final invoice has been sent.

Information Security

James Holding Dairy Engineering has a duty to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate measures.

We will only keep your data for the purpose it was collected for and only for as long as is necessary. After which time it will be deleted. (You may request the deletion of your data held by James Holding Dairy Engineering at any time).

Access to Information

You have the right to request access to the information we have on you. You can do this by contacting our Data Information Officer: (Becca 01904 400 449)

Information Correction

If you believe that the information we have about you is incorrect, you may contact us so that we can update it and keep your data accurate. Please contact: (Becca 01904 400 449) to request this.

Information Deletion

If you wish James Holding Dairy Engineering to delete the information about you please contact: (Becca 01904 400 449) to request this.

Website Visitors

When someone visits our website www.jamesholdingengineering.com we use a third party service, Google Analytics, to collect standard internet log information and details of visitor behavior patterns. We only do this to see things such as the number of visitors to the various parts of the site. This information is only processed in a way which does not identify anyone. We do not make, and do not authorize Google to make any attempt to find out the identities of those visiting our website. If we do want to collect personally identifiable information through our website, we will place a warning on the site. We will make it clear when we collect personal information and will explain what we intend to do with it.

Right to Object

If you believe that your data is not being processed for the purpose it has been collected for, you may object: Please contact Becca 01904 400 449 to object.

Rights Related to Automated Decision Making and Profiling

James Holding Dairy Engineering does not use any form of automated decision making or the profiling of individual personal data.

Complaints

If you have a complaint regarding the way your personal data has been processed you may make a complaint to James Holding Dairy Engineering Information Officer: (Becca 01904 400 449) and the Information Commissioners Office [casework@ico.org.uk](mailto:caserwork@ico.org.uk) Tel: 0303 123 1113

Summary: In accordance with the law, James Holding Dairy Engineering only collect a limited amount of information about you that is necessary for correspondence, information and service provision. James Holding Dairy Engineering do not use profiling, we do not sell or pass your data to third parties. James Holding Dairy Engineering do not use your data for purposes other than those specified James Holding Dairy Engineering will make sure your data is stored securely. James Holding Dairy Engineering delete all information deemed to be no longer necessary. James Holding Dairy Engineering constantly review our Privacy Policy to keep it up to date in protecting your data. (You can request a copy of our policy at any time).