



**Howells**

Privacy Statement

## Who we are

Howells Patent Glazing Limited are a manufacturer, supplier and installer of aluminium roof glazing solutions.

## How your personal data will be used

We hold and process personal data about you in order to satisfy employment, warranty, sales and purchasing criteria, and procuring new works in conjunction with the business activities.

This information is usually kept for various time periods ranging from 6 months for leads, 10 years for contract files to 40 years for elements of employee records

Should there be any change to your personal details in the future (ie change of name, address, telephone number, bank account, next of kin, etc) you are asked to notify us promptly. This will ensure we maintain accurate personal details and that we are able to contact you or another designated person in case of an emergency. If it becomes our intention to use your information for any other reason, we shall advise you of those intentions prior to using the information for the additional purpose(s) as well as advising you of any other details within this statement which may be affected.

Your rights You have a number of rights with regards to how your data is protected.

By providing us with your information you will have the right to access and rectify your personal details. If you did wish to access your data, you shall have the right to view or receive a copy of the information in a commonly used format such as a pdf document or an e-mail. Any information which is processed by automated means and is purely required for the performance of a contract, may be transmitted to another data controller if you request it. You may also have the right to ask for the processing of your personal data to be restricted or even erased. Whether or not you exercise the right to erasure, the Company will erase your personal data in certain situations and particularly when the data is no longer required.

### Objections

At any time, you may have the right to object to the processing of your personal data where processing is conducted for <include all that apply: legitimate business reasons/ matters in the public interest/ direct marketing/ profiling. If you exercise this right, then unless we have compelling reasons not to, we shall cease to process your data wherever data protection laws allow.

## Why the personal data is legally required

The information we wish to gather about you is collected on the grounds of being part of a statutory requirement for employment purposes, a contractual requirement to supply or purchase materials, services and/or labour and it may be necessary to enter into the contractual arrangement.

Legitimate business interest is required to process data, such as processing orders, installations, deliveries, warranties, liability and indemnity periods, employment requirements

You are obliged to provide this information due to enable the company to fulfil their obligations for service. If you do not provide this information, then the possible consequences include the company not being able to fulfil its obligations



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## More information

If you have any queries or you wish to speak to us about how your information will be used, then please contact us at Data Controller, Howells Patent Glazing Limited, Triton Works, Woods Lane, Cradley Heath, B64 7AN Tel: 01384 820060

In the event that you should have a complaint about how your data has been processed by us, we would like to hear from you so that we may put it right. However, you will always have the right to lodge a complaint with the Information Commissioners Office, Water Lane, Wycliffe House Wilmslow - Cheshire SK9 5AF

Tel. +44 1625 545 745

e-mail: [international.team@ico.org.uk](mailto:international.team@ico.org.uk)

Website: <https://ico.org.uk>