

H+H Information Sheet

H+H UK Ltd

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Website Privacy Policy

1 INTRODUCTION AND DEFINITIONS

1.1 Your privacy is important to H+H. This policy describes how we collect, use, disclose, transfer and store your personal data.

1.2 When you access and browse our website, data is collected for use by our Analytics system. All IP addresses are anonymised, H+H therefore cannot use or track your data when you are browsing our website.

1.3 Any reference to "we" or "us" in this policy means a reference to H+H UK Limited ("H+H"), Celcon House, Ightham, Sevenoaks, Kent, TN15 9HZ, Company Registration No. 00247647.

1.3.1 When used in this policy the following words and expressions have the meanings stated below unless the context requires otherwise:

- "data protection laws" the legislation, as amended from time to time, protecting the fundamental rights and freedoms of individuals and, in particular, their right to privacy with respect to the processing of personal data applicable to H+H, including but not limited to the GDPR which will be incorporated into UK law by the Data Protection Act 2018.
- "GDPR" means the General Data Protection Regulation.
- "personal data" means any information relating to you as a data subject.
- "processing" or "processed" means any operation which is performed on the personal data, such as collection, recording, organisation, structuring, storage, adaption or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.

2 WHY DO WE PROCESS PERSONAL DATA?

2.1 Our website

2.1.1 When you access our website, you are asked to accept cookies, the use of which is explained in the Cookie policy.

2.2 Our newsletters

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2.2.1 If you have given your consent to receive our newsletter we will process your contact information, in order to provide you with the newsletter. The legal basis is section 6(1) of the Data Protection Act and art. 6(1)(a) of the GDPR. You can withdraw your consent to receiving our newsletter at any time by clicking the unsubscribe button at the base of the newsletter or contacting marketing@hhcelcon.co.uk and advising you wish to unsubscribe.

3 STORAGE AND DELETION

3.1 All personal data is deleted, when they are no longer necessary for the purposes for which they were processed.

3.2 If you contact our website through the contact page, we will use your data to resolve your query and reply to you on the email address or other contact information you have supplied.

3.3 Once your query has been resolved, we will remove your data no longer than six months after the last contact we have with you, unless you ask us to remove it sooner.

4 YOUR RIGHTS

4.1 Data protection law gives you a range of rights in connection with our processing of your personal data. In this regard you have the right to request that we rectify or delete the personal data or restrict the processing of your personal data, if you think they are inaccurate. Furthermore, you have the right to object against the processing based on our legitimate interests as a legal basis. We are required to assess and act on your request.

Additionally, you also have the right to data portability if it should become relevant.

4.2 If you are not happy with the way in which your personal information is held or processed, please contact us using marketing@hhcelcon.co.uk. You also have the right to complain about data protection matters to the Information Commissioner's Office (ICO).

The ICO is the UK's independent body set up to uphold information rights. You can find out more about the ICO on its website (<https://ico.org.uk/>). The ICO can be contacted by calling 0303 123 1113.

1.1 CONTACT INFORMATION

1.2 If you have any questions regarding this policy, please contact marketing@hhcelcon.co.uk.

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