



# HUSTINGS ELECTRICAL LTD

## Privacy Policy

Hustings Electrical Ltd understands that your privacy is important to you and that you care about how your personal data is used. We respect and value the privacy of everyone who visits our website, **www.hustingselectrical.com** ("Our Site"), and will only collect and use personal data in ways described here, and in a manner consistent with our obligations and your rights under the law. Please read this Privacy Policy carefully and ensure that you understand it. Your acceptance is deemed to occur upon your first use of Our Site. If you do not accept this Privacy Policy, you must stop using Our Site immediately.

### 1. INFORMATION ABOUT US

Our Site is owned and operated by Hustings Electrical Ltd, a Limited Company registered in England and Wales.

<b>Company Number</b>	04303798
<b>Registered Address</b>	5b Sunrise Business Park, Higher Shaftesbury Road, Blandford Forum, Dorset, DT11 8ST
<b>Trading Address</b>	Watercress Cottage, Tincton, Dorchester, Dorset, DT2 8QP
<b>VAT Number</b>	429170551
<b>Data Protection Officer</b>	Keith Hustings
<b>Email</b>	office@hustingselectrical.com
<b>Telephone</b>	01258 837385

### 2. WHAT DOES THIS POLICY COVER?

This Privacy Policy applies only to your use of Our Site. Our Site may contain links to other websites. Please note that we have no control over how your data is collected, stored, or used by other websites, and we advise you to check the privacy policies of any such websites before providing any data to them.

### 3. WHAT IS PERSONAL DATA?



Personal data is defined by the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018 as *'any information relating to an identifiable person who can be directly or indirectly identified, in particular by reference to an identifier'*.

In simpler terms, personal data is any information about you that enables you to be identified. This covers obvious information such as your name and contact details, but also less obvious information such as identification numbers, electronic location data, and other online identifiers.

#### 4. WHAT ARE MY RIGHTS?

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Under UK GDPR, you have the following rights, which we will always work to uphold:

<b>Right to be Informed</b>	We explain how and why we use your personal data in this Privacy Policy.
<b>Right of Access</b>	You may request a copy of the personal data we hold about you at any time (see Section 11).
<b>Right to Rectification</b>	You may ask us to correct any inaccurate or incomplete personal data we hold.
<b>Right to Erasure</b>	You may ask us to delete your personal data where there is no compelling reason for us to continue holding it.
<b>Right to Restriction</b>	You may ask us to restrict the processing of your personal data in certain circumstances.
<b>Right to Object</b>	You may object to us using your personal data for a particular purpose or purposes.
<b>Right to Portability</b>	Where data is processed by automated means with your consent or under a contract, you may request a portable copy in a machine-readable format.
<b>Automated Decision-Making</b>	We do not use your personal data for automated decision-making or profiling.

For further information about your rights, please contact us using the details in Section 12, or visit the Information Commissioner's Office at [ico.org.uk](https://ico.org.uk). You also have the right to lodge a complaint with the ICO if you have concerns about our use of your personal data.

#### 5. WHAT DATA DO YOU COLLECT?

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Depending upon your use of Our Site, we may collect some or all of the following personal and non-personal data:

<b>Personal Details</b>	Name, postal address, email address, telephone number, business name, job title.
<b>Technical Data</b>	IP address, web browser type and version, operating system.

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**Usage Data**

A list of URLs starting with a referring site, your activity on Our Site, and the site you exit to.

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## 6. HOW DO YOU USE MY PERSONAL DATA?

Under UK GDPR, we must always have a lawful basis for using personal data. This may be because the data is necessary for the performance of a contract with you, because you have consented to its use, or because it is in our legitimate business interests. Your personal data may be used for one or more of the following purposes:

- Supplying our services to you — your personal details are required in order for us to enter into a contract with you.
- Communicating with you, including responding to emails or telephone calls.
- Supplying you with information by email or post that you have opted in to receive. You may unsubscribe at any time by contacting us.
- With your permission, and/or where permitted by law, for marketing purposes — including contact by email, telephone, text message, or post with information, news, and offers on our services. We will never send unlawful marketing or spam, and you will always have the opportunity to opt out.

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## 7. HOW LONG WILL YOU KEEP MY PERSONAL DATA?

We will not keep your personal data for any longer than is necessary in light of the reason(s) for which it was first collected.

**Contact Details**

Retained until you request otherwise. For accounting and billing record purposes, a minimum retention period of 6 years applies in line with HMRC requirements.

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## 8. HOW AND WHERE DO YOU STORE OR TRANSFER MY PERSONAL DATA?

We will only store or transfer your personal data within the United Kingdom. Your data is therefore fully protected under UK GDPR and the Data Protection Act 2018.

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## 9. DO YOU SHARE MY PERSONAL DATA?

We will not share any of your personal data with any third parties for any purposes, subject to one important exception.

In some limited circumstances, we may be legally required to share certain personal data — which might include yours — if we are involved in legal proceedings, complying with a legal obligation, a court order, or the instructions of a government authority.

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## 10. CAN I WITHHOLD INFORMATION?



You may access certain areas of Our Site without providing any personal data at all. However, to use all features and functions available on Our Site you may be required to submit or allow for the collection of certain data.

## 11. HOW CAN I ACCESS MY PERSONAL DATA?

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If you want to know what personal data we hold about you, you can submit a **Subject Access Request (SAR)**. All requests should be made in writing to the email or postal address shown in Section 12.

There is normally no charge for a subject access request. If your request is manifestly unfounded or excessive, a reasonable administrative fee may be charged to cover our costs in responding.

### Response Time

We will respond within one month of receiving your request. In complex cases this may be extended to a maximum of three months. You will be kept fully informed of our progress.

## 12. HOW DO I CONTACT YOU?

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To contact us about anything to do with your personal data and data protection — including to make a subject access request — please use the details below (for the attention of Mr K Hustings):

### Email

office@hustingselectrical.com

### Telephone

01258 837385

### Postal Address

Watercress Cottage, Tincleton, Dorchester, Dorset, DT2 8QP

## 13. CHANGES TO THIS PRIVACY POLICY

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We may change this Privacy Policy from time to time. This may be necessary, for example, if the law changes, or if we change our business in a way that affects personal data protection.

Any changes will be immediately posted on Our Site. We recommend that you check this page regularly to keep up to date. Your continued use of Our Site following any amendments constitutes your acceptance of the updated Privacy Policy.