



Horizon Utility Supplies Limited
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General Data Protection Regulation (GDPR) and Data Protection Act 2018 (DPA) 18

Privacy Notice

To Whom It May Concern

Due to the incoming General Data Protection Regulations which come in to force on the 25TH May 2018 we need to inform you of what data we collect and how the data is stored and handled. This will ensure that we are compliant with the new regulations.

In order to provide our services, we may need to collect the following information:

- Company addresses
- Company names
- Customer details (for contact and delivery purposes)
- Contact Phone Numbers
- Individual Employee Names
- Contact Fax Numbers
- Email addresses
- Credit check

The data is gathered from incoming enquiries, search engines or verbally. For New Customers we also use 3rd party credit check companies from time to time. This data is stored onto our systems and backed up daily on our servers and by a 3rd party remote server. We stress that your information will only be used for processing quotations/orders and rarely for marketing purposes. We will not pass your information to other parties, unless it is required to fulfil your request for a quotation, to complete an order, or we are legally obliged to do so, data disclosures will only be relevant to the requirement of the quotation/order.

We will never sell your information to 3rd parties.

On completion of any quotations/order we will hold the physical and digital files on record. The files are held at Horizon's premises and on secure servers.

While processing orders, we may be required to send data to 3rd parties, these include but are not limited to:

- Credit check companies
- Courier/Transport services
- Business control software providers

Any information passed on to these parties will be conducted within the GDPR guidelines and will only be relevant to the requirements of providing our services.



Should you have any issues with the above information or queries regarding any of the above, please do not hesitate to contact us on. enquiries@hor-i-zon.com

Richard Casey

A handwritten signature in blue ink that reads 'Rich Casey'.

Managing Director

Originated Date: 10/05/2018 Revision 01

Next Review Date: 09 May 2026