

# Privacy Notice

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## 1. Scope

All data subjects whose personal data is collected, in line with the requirements of the GDPR and UK Data Protection Act 2018.

## 2. Responsibilities

- 2.1 The GDPR Owner is responsible for ensuring that this notice is made available to data subjects prior to HLL Davies collecting/processing their personal data.
- 2.2 All Employees/Staff of HLL Davies who interact with data subjects are responsible for ensuring that this notice is drawn to the data subject's attention and their consent to the processing of their data is secured.

## 3. Privacy notice

### 3.1 Who are we?

HLL Davies Ltd specialises in the sale of quality used trailers for both UK market and export. Operating for over 25 years and 8 years from a 5 acre site near Chester they are the UK's leading used trailer dealer with up to 500 trailers for sale at any one time.

Well known within in the UK haulage industry they have an enviable reputation for supplying the high-quality used trailer equipment. Years of experience within this market and an excellent team ensure that they are constantly purchasing the best available and most diverse range of used trailer equipment.

A friendly and professional level of service with an ability to meet customers exact requirements ensures HLL Davies Ltd remains the UK's leading used trailer dealer of choice.

Our GDPR Owner and data protection representatives can be contacted directly here:

- Phil Norris - [info@hlldavies.co.uk](mailto:info@hlldavies.co.uk)
- 01244 851135

The personal data we would like to collect from/process on you is:

Personal data type:	Source (where HLL Davies obtained the personal data from if it has not been collected directly from you, the data subject. Note if the personal data has been accessed from publicly accessible sources):
Contact details	Web contact form/Telephone

The personal data we collect will be used for the following purposes:

- Legitimate interests of the follow up to prospective customers via the website or telephone enquiry
- Legitimate interests through the invitation of prospective customers to industry events

Our legal bases for processing for the personal data include:

- Subject gives consent for one or more specific purposes
- Processing for the purposes of legitimate interest pursued by controller

### 3.2 **Consent**

By consenting to this privacy notice you are giving us permission to process your personal data specifically for the purposes identified.

You may withdraw consent at any time by contacting the GDPR owner at HLL Davies.

### 3.3 **Disclosure**

HLL Davies will not pass on your personal data to third parties without first obtaining your consent, other than those organisations materially involved in the daily operational processes of HLL Davies, namely:  
Microsoft  
Onepage CRM

### 3.4 **Retention period**

HLL Davies will process personal data for no longer than 12 months from the completion of the follow up, should a contract not come into effect and will store the personal data securely within the organization.

### 3.5 **Your rights as a data subject**

At any point while we are in possession of or processing your personal data, you, the data subject, have the following rights:

- Right of access – you have the right to request a copy of the information that we hold about you.
- Right of rectification – you have a right to correct data that we hold about you that is inaccurate or incomplete.
- Right to be forgotten – in certain circumstances you can ask for the data we hold about you to be erased from our records.
- Right to restriction of processing – where certain conditions apply to have a right to restrict the processing.
- Right of portability – you have the right to have the data we hold about you transferred to another organisation.
- Right to object – you have the right to object to certain types of processing such as direct marketing.
- Right to object to automated processing, including profiling – you also have the right to be subject to the legal effects of automated processing or profiling.
- Right to judicial review: in the event that HLL Davies refuses your request under rights of access, we will provide you with a reason as to why. You have the right to complain as outlined in clause 3.6 below.

All of the above requests will be forwarded on should there be a third party involved (as stated in 3.3 above) in the processing of your personal data.

### 3.6 **Complaints**

In the event that you wish to make a complaint about how your personal data is being processed by HLL Davies (or third parties as described in 3.3 above), or how your complaint has been handled, you have the right to lodge a complaint directly with the supervisory authority and HLL Davies' GDPR Owner.

The details for each of these contacts are:

	Supervisory authority contact details	GDPR Owner contact details
Contact Name:	Information Commissioner's Office	Phil Norris
Address line 1:	Wycliffe House	HLL Davies
Address line 2:	Water Lane	Dunkirk Way
Address line 3:	Wilmslow	Chester
Address line 4:	Cheshire	CH1 6LZ
Address line 5:	SK9 5AF	
Email:		info@hlldavies.co.uk
Telephone:	0303 123 1113	01244 851135

#### ***Document Owner and Approval***

The GDPR Owner is the owner of this document and is responsible for ensuring that this record is reviewed in line with the review requirements of the GDPR.

Signature:

Date:

#### **Change History Record**

Issue	Description of Change	Approval	Date of Issue
1	Initial issue	Phil Norris	3 <sup>rd</sup> Dec 2018