



## Hire or Buy Group Limited

Head Office and Accounts  
Cosy Corner,  
Little Paxton  
St. Neots Cambs  
PE19 6EH  
Company Reg. No.: 1386833

Tel: 01480 214932  
Fax: 01480 406813  
Accounts: 01480 218964  
Email: enquiries@hireorbuy.co.uk  
Website: www.hireorbuy.co.uk  
Lo-Call - All Depots : 08450 50 99 88



## Privacy Policy

Hire or Buy Group Limited ("we"/"us") are committed to protecting and respecting any personal information shared with us.

This statement describes what types of information we collect from you, how it is used by us, how we share it with others, how you can manage the information we hold and how you can contact us.

We will always give you the option not to receive marketing communications from us. We will never send you unsolicited 'junk' email or communications, or share your data with anyone else who might. We do not sell your information to third parties.

The contents of this statement may change from time to time so you may wish to check this occasionally to ensure you are still happy to share your information with us by writing to:

The Directors, The Hire or Buy Group Ltd, Cosy Corner, Little Paxton, St Neots, Cambs, PE19 6EH.

What information do we collect?

### **If you are a customer:**

We collect information about you when you register for a cash or credit account with us or place an order for products or services. We only collect information which is necessary, relevant and adequate for the purpose you are providing it for.

Such information may include personal details such as your name, address, telephone number, fax number.

If you are a customer without a credit facility it may be necessary for us to obtain additional information that identifies who you are.

If you attend our store we may record CCTV footage of you.

### **If you are a supplier:**

We collect information about you when we register for a credit account with you or we place an order for products or services. We only collect information which is necessary, relevant and adequate for the purpose you are providing it.

Such information may include personal details such as your name, address, telephone number, fax number, bank account details. If you attend our store we may record CCTV footage of you.

### **If you are an employee**

We collect information about you if you apply for employment with us. We only collect information which is necessary, relevant and adequate for the purpose you are providing it.

Such information may include personal details such as your name, address, telephone number, fax number, bank account details, national insurance number.

If you attend our store we may record CCTV footage of you.

Please refer to our Privacy Notice for further details.



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### How do we use this information?

Hire or Buy Group Limited will only process information that is necessary for the purpose for which it has been collected.

#### **If you are a customer**

We collect information about you to process your order, manage your account and if you agree, to e-mail you about other products and services. The information may also be used to make credit decisions, for fraud prevention and for debt collection. You will always have the option not to receive marketing communications from us (and you can withdraw your consent or object at any time). We will never send you unsolicited 'junk' email or communications, or share your personal information with anyone else who might.

In processing your order, we may send your details to, and also use information from credit reference agencies and fraud prevention agencies.

If you apply for insurance, we will pass some of your details to the insurer. Information provided by you may be put onto a register of claims and shared with other insurers to prevent fraudulent claims.

#### **If you are a supplier**

We collect information about you to process our order, manage your account and if you agree, to e-mail you about other products and services. You will always have the option not to receive marketing communications from us (and you can withdraw your consent or object at any time). We will never send you unsolicited 'junk' email or communications, or share your personal information with anyone else who might.

#### **If you are an employee**

We collect information about you to process your pay correctly and comply with our legal requirements.

Please refer to our Privacy Notice for further details.

### **How do we share this information?**

We do not sell your information to third parties. However we do utilize selected partners that may be able to access to your information that would be expected during the normal course of their activities which help us provide our goods and services to you. Such examples include IT Support and firms which provide software and software and business support to us. We will use every effort to ensure we have selected partners that will only use data for the purposes as described above.

### **How long do we keep your information for?**

We will hold your personal information in an identifiable format until such time that you request we should no longer hold such data or as such a time we deem it unnecessary to retain the data. If you are a customer or otherwise have a relationship with us we will hold personal information about you for a longer period.



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### How can you manage the information we hold about you?

You have the right as an individual to access your personal information we hold about you and make corrections if necessary. You also have the right to withdraw any consent you have previously given us and ask us to erase information we hold about you. You can also object to us using your personal information (where we rely on our business interests to process and use your personal information).

You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all of your personal information, please write to the following address:

The Directors, Hire or Buy Group Ltd, Cosy Corner, Little Paxton, St Neots, Cambs, PE19 6EH.

We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information you think is inaccurate.

#### Changes to our privacy policy

We keep our privacy policy under regular review. This privacy policy was last updated on the 25<sup>th</sup> May 2018.

#### In relation to employees

In order to comply with its contractual, statutory, and management obligations and responsibilities, the company is required to process personal data relating to its employees, including 'sensitive' personal data, as defined in the General Data Protection Regulation Act 2018 (the "Act") which includes information relating to health, racial or ethnic origin, and criminal convictions. All such data will be processed in accordance with the provisions of the Act as amended from time to time. For the purposes of the Act, the term 'processing' includes the initial collection of personal data, the holding and use of such data, as well as access and disclosure, through to final destruction. Further information on what data is collected and the purposes for which it is processed is given below and in our Privacy Notice.

##### *Contractual responsibilities*

The Company's contractual responsibilities include those arising from the contract of employment. The data processed to meet contractual responsibilities includes, but is not limited to, data relating to: payroll; bank account; postal address; sick pay; leave; maternity pay; and pension and emergency contacts.

##### *Statutory responsibilities*

The Company's statutory responsibilities are those imposed on the company by legislation. The data processed to meet statutory responsibilities includes, but is not limited to, data relating to: tax; national insurance; statutory sick pay; statutory maternity pay; family leave; work permits; and equal opportunities monitoring.

##### *Management responsibilities*

The Company's management responsibilities are those necessary for the organisational functioning of the Company. The data processed to meet management responsibilities includes, but is not limited to, data relating to: recruitment and employment; training and development; absence; disciplinary matters; health and safety; security, including CCTV; e-mail address and telephone number; and criminal convictions.

##### *Sensitive personal data*

The Act defines 'sensitive personal data' as information about racial or ethnic origin; political opinions; religious beliefs or other similar beliefs; trade union membership; physical or mental health; sexual life; and criminal allegations, proceedings or convictions. Hire or Buy limited will not collect this data except for the following circumstances



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(a) The Company will process data about an employee's health where it is necessary, for example, to record absence from work due to sickness, to pay statutory sick pay, and to make any necessary arrangements or adjustments to the workplace in the case of disability. This processing will not normally happen without the employee's knowledge and consent.

(b) Data about an employee's criminal convictions will be held as necessary.

### *Disclosure of personal data to other bodies*

For the performance of the employment contract, the Company is required to transfer an employee's personal data to third parties, for example, to pension providers, payroll service providers, and HM Revenue & Customs.

In order to fulfil its statutory responsibilities, the Company is required to provide some of an employee's personal data to government departments or agencies e.g. provision of salary and tax data to HM Revenue & Customs.

### *Keeping personal data up-to-date*

The company is required to take reasonable steps to ensure that any personal data it processes is accurate and up-to-date. It is the responsibility of the individual employee to inform the company of any changes to the personal data that they have supplied to it during the course of their employment.

### *Requesting information*

Under the Act, it is possible for individuals to request access to any of their personal data held by the Company, subject to certain restrictions. A request for disclosure of such information is called a subject access request. Any such requests should be addressed to The Directors, Hire or Buy Group Ltd, Cosy Corner, Little Paxton, St Neots, Cambs, PE19 6EH.