



## Privacy policy

### Background

Hazelwood Homes Developments 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 all our clients, suppliers, business contacts and employees. We will only collect and use personal data in ways that are described here, and in a way that is consistent with our obligations and your rights under the law.

Please read this Privacy Policy carefully and ensure that you understand it. Your acceptance of Our Privacy Policy is deemed to occur upon the use of the "contact us" form on our website or upon first exchange of communication with us by other ways (e.g. Email, phone). You will be required to read and accept this Privacy Policy.

### What does this policy cover?

Personal data is defined by the General Data Protection Regulation (EU Regulation 2016/679) (the "GDPR") as 'any information relating to an identifiable person who can be directly or indirectly identified by reference to an identifier'. Personal data is, in simpler terms, any information about you that enables you to be identified.

This Privacy Information explains how we use your personal data: how it is collected, how it is held, and how it is processed. It also explains your rights under the law relating to your personal data.

The personal data that we use is set out below.

Clients	Suppliers and Contractors
Name	Name
Address	Job title
Email address	Job function
Phone number	Company name
Bank account details	Email address
	Phone number
	Company address
	Bank account details

### Do we share your data?

We use customers details to accurately manage projects. We may sometimes contract with third parties to supply products and services to you on our behalf. These may include payment processing, or we may send customer details to trades people visiting sites or delivering goods. The third parties may require access to some or all your data. Where any of your data is required for such a purpose, we will take all reasonable steps to ensure that your data will be handled safely, securely, and in accordance with your rights, our obligations, and the obligations of the third party under the law.

All the information provided to us will be held on our computers in the UK. We will only allow customer information to be used by third parties when this is necessary for the performance of the contract between us. Unless required to do so by law, we will not otherwise share any information provided by customers to us without consent.



## How do we use my personal data?

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

- Provision of design, building and development services.
- Supplying our services to you.
- Personalising and tailoring our services for you.
- Communicating with you. This may include making, sending or responding to emails or calls from you.
- Supplying you with information.

Only employees of Hazelwood Homes Developments LTD can access client data. Each employee is instructed on Data protection policy and legal requirements. They will only access data when there is a legitimate interest to access the customer data to fulfil their roles. Any printed materials with confidential or financial information are shredded in our offices.

Hazelwood Homes limits the details sent to suppliers on a need to know basis. Client details are only shared at the benefit of their business and with consent or legitimate interest.

## What are your rights?

Under the General Data Protection Regulation, you have rights as an individual, which you can exercise in relation to the information we hold about you. You may request a copy of some or all your personal information. This is known as "subject access request". You may ask us to correct or remove information you think inaccurate.

Further information about your rights can also be obtained from the UK Information Commissioner's Office.

## How long will we keep secure your personal data?

We employ security measures to protect your information from access by unauthorised persons and against unlawful processing, accidental loss, destruction and damage. We will not keep your personal data for any longer than is necessary considering the reason(s) for which it was first collected.

## How to contact us?

To contact us about anything to do with your personal data and data protection, including to make a subject access request, please email us at: [mail@hazelwoodhomes.co.uk](mailto:mail@hazelwoodhomes.co.uk)

## Changes to this privacy notice

We keep our privacy policy under regular review, and we may change this Privacy Notice 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 updated on this page.