



## **PRIVACY POLICY**

Here at Pope Plant Ltd, we are committed to maintaining the trust and confidence of our visitors to our website. In particular we want you to know that Pope Plant is not in the business of selling, renting or trading email lists with other companies and businesses for marketing purposes. In this Privacy Policy, we've provided information on when and why we collect your personal information, how we use it, the limited conditions under which we may disclose it to others and how we keep it secure.

When someone visits [www.popeplant.co.uk](http://www.popeplant.co.uk) we do not use a third party service, cookies or google analytics. The website is totally for you to see what our company has to offer, projects we have undertaken and how to contact us.

When we ask for your information to set up an account either as a client or customer the information is used by us so that we can process accounts as required, ask if you require any plant for hire, service engineer needs or have any earthworks tenders for us to look at. The information is stored on our Sage software system, which requires login details and a password to access which only two Pope Plant employees have access to – Craig Pope (Company Director) and Claire Pope (Company Secretary). The system is backed up after each use onto an external hard-drive which also requires login and password to access and the whole system is locked within the office area each day. Annually we will ask permission to keep your information on Sage and will destroy any information requested without prejudiced and with immediate effect. You can request this at any time.

We will not share any business information with other persons unless we have your consent in writing. When we do share information it will only be to enable new suppliers, customers to gain references for accounts to be opened. Each of these new supplier/customers will be asked to provide evidence that they adhere to the new GDPR Guidelines 2018.

Our accountant will also have limited access to our system for account purposes only and as above will be asked to provide evidence that they too adhere to the new GDPR guidelines. They will not store any information for longer than one month.

As a lone self-employed Plant Operator we will hold Personal information for each person on site and the information will not be shared with anyone else apart from Licences for each site. The information will be stored for the duration of the contract and kept on our HS direct system for H&S purposes only. Your licences will be shared with each Customer on site but only with your consent. Once the contract has ended you're information will be stored for 5 years and then destroyed.

You are entitled to view, amend or delete the personal information we hold. Email requests to our Data Protection Officer, Claire Pope at [claire@popeplant.co.uk](mailto:claire@popeplant.co.uk).

This Policy will be reviewed annually.

Signed

CR POPE

Company Director

Date 16.05.18