

Len Hall Chemical Consultants Ltd

Privacy Policy for DGSA Consultancy Services

Len Hall Chemical Consultants Ltd provide DGSA (Dangerous Goods Safety Adviser) Consultancy Services. In order to provide these services, we collect, store and process a limited amount of personal information. This policy explains how we use any personal information we collect about you. It is our policy to take all necessary steps to ensure that Personal Information held by us is processed fairly and lawfully. All our employees, external consultants and data processors who have access to Personal Information are obliged to respect the confidentiality of your Personal Information and in doing so aim to comply with statutory requirements, including the Data Protection Principles contained in the General Data Protection Regulation ("GDPR"). We also monitor our internal procedures periodically to ensure compliance. We are registered with the Information Commissioner's Office (ICO) reference ZA123472

What information do we collect about you?

The personal information we collect may include the following:

- Your name as our point of contact
- Your company address
- Your telephone and/or mobile telephone number
- Your email address
- Your name as a participant in completing a DGSA audit and preparation of initial audit reports, incident reports, and annual audit reports

Why do we collect this information and under what legal basis?

We use the information we collect to enable an ongoing business relationship with you. This information is not used for unsolicited marketing. The legal basis for our processing of this information is **contract**.

Storage and security of your information

We take all reasonable steps to ensure that your personal information is stored safely and securely. Electronic data is stored using industry-standard procedures including password protection.

How long do we store your information for?

We store your personal information until you specifically request that we remove it.

Sharing your information with third parties

We do not routinely share your personal information with any third parties unless specifically requested by you. Your information may be shared with law enforcement agencies if we are legally obliged to do so.

We do not collect personal data from children.

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Access to your information and correction

You have the right to request a copy of the information we hold about you. Please contact us by email or in writing as detailed below.

We want the information we hold about you to be accurate. Please contact us by email or in writing if you need us to update any of your personal information.

Requesting removal of your personal information

You have the right to request removal of your information at any time.

To request removal of your information, please contact us by email or in writing

Contacting us

By email: john@lenhallcc.co.uk

By telephone: 01422 843202 or 07503 833382

In writing – the person responsible for data protection is as follows:

John Newsome
Director
Len Hall Chemical Consultants Ltd
Far Bent Head Farm
Pecket Well
Hebden Bridge
HX7 8RB