

# HUMBER MERCHANTS LIMITED

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E-mail: sales@humbermerchants.co.uk

Web: www.humbermerchants.co.uk



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Builders, Plumbers & Engineers Merchants - Architectural Ironmongers - Hand and Power Tool Specialists  
Protective Clothing and Footwear - Janitorial Supplies - Calor Gas Dealers - Timber Fencing and Decking Products

Registered in England No.1045179 VAT Reg. No. GB 127 7059 62

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Friday, 17 August 2018

## **Privacy Policy**

We take your privacy very seriously and will only use any information we collect and store about you to enable us to trade with you and your staff, to process your orders, administer your account and to provide products and services you have requested from us.

**Information about your company/account** we may hold your company information within the following office administrative systems; Counteract software by Border Merchant Systems, Microsoft Word, Excel and Outlook, this information includes:

- Name
- Address
- Contacts
- Various telephone numbers and fax numbers as supplied by you
- Various email addresses as supplied by you
- VAT number (where relevant)
- Bank account details may be held on our counteract software only, not on our PC office systems

For customers who prefer to pay their accounts by credit or debit card, these details are requested at the time of payment and are destroyed immediately and we do not retain any information.

Information about your company is backed up and stored securely for security and loss prevention purposes. All data is secured safely within our server and we use fully up to date firewalls and anti-virus software. The information stored can only be used for restoration purposes by our company. As such, we are the only party who can access this apart from our trusted software provider Border Merchants Systems Ltd.

Furthermore we only use data relating to your business to facilitate trading with you and your company and for general correspondence with your staff. We will NEVER pass on this information without your permission (other than required in the course of mutual transactions – i.e. carrier companies if required). We will NEVER sell you information to any third party.

If this is acceptable to you and you wish to continue receiving correspondence and phone calls from us then you do not need to do anything.

Should you wish to stop receiving correspondence from us or even check what data we hold for you, please reply via email with your request and we shall action this on your behalf.

Please email [administration@humbermerchants.co.uk](mailto:administration@humbermerchants.co.uk)

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### Branches at:

Humber Merchants Ltd,  
Unit 3 Manby Road,  
Immingham,  
North East Lincolnshire.  
DN40 2LH  
Tel: 01469 576496  
Fax: 01469 575038

Units 2 & 3 Network Centre,  
Doncaster Road,  
Kirk Sandall,  
Doncaster,  
South Yorkshire.  
DN3 1GZ  
Tel: 01302 888817  
Fax: 01302 888856

Industrial Supplies (Hull) Ltd,  
92 – 93 Barmston Street,  
Hull,  
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