

## **H2NA Limited Privacy Notice**

*Issued 24<sup>th</sup> September 2018 (v1.1)*

### **INTRODUCTION**

This privacy notice explains how H2NA Limited will use personal information we collect about you.

### **WHAT INFORMATION IS COLLECTED & WHY**

We collect information about clients and partners at initial engagement so that further contact can be made. This information is limited to contact details such as name, job role, address, phone number and e-mail address. Bank details may also be collected but only if it is necessary to make payments to you as part of our relationship.

Details on every H2NA employee are also collected. This is limited to that which is essential to complete our financial and legal obligations as an employer such as payroll and pension transactions. Other information may also be collected and retained but only where this is provided by you.

### **WHO WE SHARE YOUR INFORMATION WITH**

Client and partner information is shared within the company when necessary to complete a task that you have asked us to do. The internal sharing of information is limited to contact and role details. Bank details are not shared, these are available only to the H2NA Business Director.

Employee information such as name and contact details are shared internally with company employees. Employee information such as bank and tax details are only available to the H2NA Business Director. This information is only shared with organisations where there is a legal obligation to do so such as HMRC.

### **HOW LONG DO WE HOLD YOUR INFORMATION**

Client & partner information relating to name and contact details are retained indefinitely or until such time as it is deemed to no longer be required. Bank details for clients and partners are retained only until a payment is completed, although the transaction record (invoice and receipt) is retained indefinitely.

Employee information relating to name and contact details are retained indefinitely or until such time as it is deemed to no longer be required. Bank details for employees are deleted as soon as the final payment from H2NA Limited is completed.

All individuals and organisations have the right to request deletion of your personal data. We will comply with this request, subject to restrictions placed on us from legal or insurance bodies.

### **HOW CAN YOU ACCESS THE INFORMATION WE HOLD ABOUT YOU**

You have the right to request a copy of the information we hold about you. If you would like a copy of your personal information please e-mail or write to us using the contact details noted below.

You also have the right to correct any information we hold about you; please refer to the 'How to Contact Us' section below.

## **CONCERNS OR COMPLAINTS**

If you are unhappy with any aspect of how H2NA Limited manages your information, please contact the H2NA Business Director in the first instance.

If you prefer, you have the right to lodge a complaint directly with the supervisory authority for data protection. In the UK this is:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF  
0303 123 1113

## **HOW TO CONTACT US**

We keep this document under annual review. However, if you would like to discuss its contents or any other related issue, please contact the H2NA Business Director at:

James Hare  
5 Brighton Way  
Chippenham  
SN14 0YR  
07592 511 449  
j.hare@h2na.co.uk