



SCIENTIFIC AND LABORATORY
GLASSWARE MANUFACTURERS

Hamilton Laboratory Glass Ltd

Unit A1 Continental Approach
Westwood Industrial Estate,
Margate, Kent, CT9 4JG

Telephone: 01843 232633 Facsimile: 01843 232644

email: Sales@hamiltonlabglass.com

Web Site: www.hamiltonlabglass.com

Privacy Notice

Hamilton Laboratory Glass Ltd is committed to collecting and storing personal information to comply with the legal obligations under the legislation of the General Data Protection Regulation.

What information we collect

When you request a product or a service from us we collect information relating to you. We use this information to process orders and fulfil a contract to provide the agreed goods and services to you.

The type of personal information we will collect:

- Name
- Address
- Telephone Number
- Fax Number
- E Mail Address
- Payment Details : credit or debit card information and/or other payment information

We do not collect any sensitive information.

Why we use this information

To process orders and provide goods and services

To supply you with contractual documents

For Invoicing, processing payments and account set ups

For contacting you in response to information requests, enquiries and quotations.

For informing you of price changes

To investigate any complaint that may be made

To obtain credit references, credit checks with HSBC Invoice Finance(UK) Ltd (Our Factoring Company)

How long do we keep this data

We will retain this personal Information about you for as long as you are a customer or until we are advised by yourselves that you wish your personal information to be removed. By law we have to keep basic information for 6 years after ceasing to be customers.



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Your Rights

Under Data Protection Law you have rights to know how we protect and look after your personal information and this is why we are providing this information in a Privacy statement.

You have the right to ask us about the personal information that we hold and process about you .

You can ask

- That incorrect information is corrected
- To provide clear information on how we use your data
- Request the deletion or removal of personal information where there is no reason that this data should still be kept
- Object to us using your personal data
- To obtain a copy of personal data which we hold, we will respond within 1 month, we will update you if this will take longer.

Disclosure of Personal Data

Sometimes we may need to share your personal data with other parties

- Professionals such as bankers, accountants, insurance companies.
- Freight and Courier Companies
- Authorities such as HMRC, HM Customs, Chamber of Commerce and any others based in the UK.

We expect all third parties to respect and adhere to the legal obligations and process your personal data for specific purposes and under our instruction.

If you are unhappy with any aspect as to how we have collected your personal information please contact us at the details at the top of this statement.

We review our Privacy Practices from time to time

The Data Controller is Hamilton Laboratory Glass