



CUSTOMER & BUSINESS CONTACTS DATA PRIVACY POLICY

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Haines Business Systems Ltd

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Customer and Business Contacts Data Privacy Policy

Introduction

The company respects the privacy of all its current, former and potential clients and business contacts.

The purpose of this policy is to establish how we, as a company, will collect, retain, use and disclose personal data relating to individual business contacts in the general course of our business. It also aims to ensure that all our employees understand the rules about protecting personal data. It details the categories of personal data that we can process in connection with specific purposes, how you may – and may not – handle that personal data inside the company, when it may be made available externally and what rights our contacts may have in connection with the processing of personal data relating to them.

The following terms apply in this policy.

- Personal Data – this refers to all information which relates to an individual, and which identifies the individual, either directly or indirectly (together with other information that is reasonably likely to come into the company's possession);
- The company – this refers to any business, or brand, and that is controlled, directly or indirectly by Haines Business Systems Ltd [*change the name of the company as appropriate*]. Throughout this policy, the company is referred to as 'Us' or 'We';
- Contact – this refers to any individual to whom personal data relates. In this context, a contact could be a potential client, a sales lead, and existing client, a supplier, a subcontractor, or at a former client. This is not an exhaustive list. In fact to contact is any individual or organisation about whom this company holds information or data;
- Employees -- this refers to ...