

Privacy Notice

Your Personal Data – what is it?

Personal data refers to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession/ The processing of personal data is governed by The General Protection Regulation (the GDPR)

Who are we?

HP Contracts Ltd is the data controller. This means we decide how your personal data is processed and for what purposes.

How do we process your personal data?

HP Contracts complies with its obligations by keeping personal data up to date; by storing and destroying it securely; by not retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure, by ensuring that appropriate measures are in place to protect personal data.

What information we collect

We only collect basic personal data about you, that you have provided to us. This does not include any special type of information but does however include name, address, email and phone numbers.

Where necessary, we may also collect your bank details, National Insurance number and CIS information for invoice and salary processing. In the case of employees, we will also collect date of birth, next of kin and medical information. DBS reference numbers and limited information relating to DBS are also held on an encrypted electronic file.

What we do with your data

All the personal data we process is processed by our staff in the UK, however for the purposes of IT hosting and maintenance, this information is located on servers within the European Union.

No third parties have access to your personal data unless the law allows them to do so.

We have a data protection regime in place to oversee the effective and secure processing of your personal data.

Who it will be shared with

Your personal data will be treated as strictly confidential and will be shared only with companies we work closely with who help to support payroll, IT, banking, pensions and accounting software.

Local Authority Contractor

- Hampshire
- Dorset
- Portsmouth
- Surrey
- West Sussex
- Wokingham



These companies are:

- SAGE
- Clifford Fry & Co.
- Royal London
- NatWest
- Hudson Contract
- HJS Essentia

We only ever share your data with third parties if it is necessary and only with your consent.

How long we keep your data

We are required under UK law to keep your basic personal data (name, address, contact details) for a minimum of 6 years (plus 1 year) after which time it may be destroyed. Your information we use for marketing purposes will be kept with us until you notify us that you no longer wish to receive this information.


You may request for your data to be erased verbally or in writing. Please see our website for further details on guidelines around erasure.

What we would also like to do with your data

If you are one of our clients, we would like to keep in contact with you and use your name and email address for general business purposes and to inform you of our services and products. This information is not shared with third parties and you can unsubscribe at any time via phone, or email.

What are your rights?

If at any point, you believe the information we process on you is incorrect, you can request to see this information, and have it corrected or deleted. If you wish to raise a complaint on how we have handled your personal data, you can contact us at sales@hpcontracts.co.uk to have the matter investigated.



Signed -----

Date: 17/05/2018

Managing Director

Review Date – 01 May 2019 or sooner if activity changes