

David Howard Limited – Client Privacy Notice

What information do we collect about you?

We collect information about you when you engage with us for supply of our services. We collect only the information required from you to be able to fulfil our contractual obligations which includes being able to contact you to be able to send you newsletters and other technical information. Due to the nature of our work we will collect personal data from you which is likely to include such things as personal address, email address, phone number, NI number, Tax reference etc. We are also required to perform ID checks on you so will likely hold copies of passport, bank statements or utility bills etc. We will also hold backing documents to perform our work.

How your information about you will be used.

We use the information collected to allow us to fulfil our contractual obligations to you as a client which will include contacting you by email, phone and post. In order to fulfil our contractual obligations, to you as a client, we share your information with external and internal data processors as is necessary to fulfil our contractual arrangements with you, but your personal data is administered internally by the company's Data Controller who adheres to the company's internal data protection policies and procedures.

Marketing

We would also like to be able to correspond with you regarding any services and activities we think you may benefit from by way of post, telephone, email and SMS. We don't share your data with external marketing companies who would contact you this way.

Individuals Rights

You have the right to request a copy of the information we hold about you. If you would like a copy of this information please email payroll@davidhoward.co.uk or write to the data controller at our office addresses as listed on our website at <https://dhdirectpayments.co.uk/contact-us/> .

You may ask us to correct or erase information that you think is inaccurate.

At the time of collecting data you have the right to object to the company holding certain information about you.

This information is provided free of charge.

Changes to our privacy policy

We keep our privacy policy under regular review and will place any updates on our website.

How to contact us

If you need any further information please email payroll@davidhoward.co.uk or write to the data controller at one of our office address as listed on our website at <https://dhdirectpayments.co.uk/contact-us/>