

Andrew Hillas Properties Limited  
Harrogate Business Centre  
GDPR Privacy Policy  
May 2018

Harrogate Business Centre (Andrew Hillas Properties Limited) are committed to protecting and respecting your privacy. This policy sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us.

Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it.

We may collect and process the following data about you:

Information that you provide when filling in an online enquiry form on our website [harrogatebusinesscentre.com](http://harrogatebusinesscentre.com).

If you contact us, we may keep a record of that correspondence.

If you enter into an agreement with us you will be required to provide certain information such as name and address and in some cases bank details. Financial information is used only for completion of a standing order mandate for licence fee payments or for end of tenancy refund deposits. No record of this information is stored.

## Consent

In providing us with your contact details and other information, this will, in most cases, give your consent to use your personal data in accordance with this policy. If we believe that the use of the information may include other uses not covered by this privacy policy, we may specifically ask for your express consent.

## What we do with the information?

We will use the information you supply for the purposes of contacting you to provide further information following an enquiry made by you. We may also use your information to contact you with information about other services or e-newsletters. If you do not want to receive these promotional communications, you may unsubscribe at any time.

We may also use the information you provide in the following ways:

To carry out our obligations arising from any contracts entered into between you and us.

To notify you about changes to our service.

## Sharing of information

Your contact details will only be shared with third parties in response to problems or improving our services.

## Disclosure of your information

We may disclose your personal information to third parties:

In the event that we sell the business during your tenancy, in which case we may disclose your personal data to the prospective seller or buyer of such business..

If Harrogate Business Centre is acquired by a third party, personal data held by it about its tenants will be one of the transferred assets.

If we are under a duty to disclose or share your personal data in order to comply with any legal obligation, or in order to enforce or apply our terms of use and other agreements; or to protect the rights, property, or safety of Harrogate Business Centre, our customers, or others. This includes exchanging information with other companies and organisations for the purposes of fraud protection and credit risk reduction.

## Where we store your personal data

The data that we collect from you is held at Harrogate Business Centre. By submitting your personal data, you agree to this transfer, storing or processing. We will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this privacy policy. All information you provide to us is stored securely.

## Access to Information

We want to make sure that the information we hold about you is accurate and up to date. You may ask us to remove or amend information at any time.

## Changes to our privacy policy

This policy may change from time to time in line with legislation or industry developments. Any changes we may make to our privacy policy in the future will be posted on this page and, where appropriate, notified to you by e-mail.

## Contact

Questions, comments and requests regarding this privacy policy are welcomed and should be addressed to:

Andrew Hillas Properties Limited  
Harrogate Business Centre  
Hookstone Avenue  
Harrogate  
HG2 8ER

Alternatively, you can email [info@harrogatebusinesscentre.com](mailto:info@harrogatebusinesscentre.com)  
phone us on 01423 873600 or by using the 'Contact Us' page online.