1. Introduction

Hilton Docker Mouldings Ltd ("we," "our," "us") are committed to protecting your privacy. This Privacy Policy explains how we collect, use, store, and protect personal data from employees, clients, suppliers, and website visitors. We are the Data Controller and will determine what purposes the personal information held, will be used for.

2. Information we may collect

- **Contact Details:** Name, address, phone number, email.
- **Business Information:** Company details, orders, invoices, contracts.
- **Employee Data:** CVs, qualifications, payroll, employment history.
- **Technical Data:** IP address, browser type, website cookies.
- **Supplier Data:** Contracts, certifications, compliance documents.

3. How we use information

- Fulfilling orders and contracts
- Managing accounts, payments, and deliveries
- Communicating updates, offers, or notices.
- Ensuring compliance with legal obligations
- Improving operations and website performance
- Managing recruitment and HR processes

4. Legal Basis (UK GDPR / Data Protection Act 2018)

We process personal data based on:

- Contractual necessity
- Legal obligations
- Legitimate interests
- Consent

5. Sharing Your Information (We do not sell personal data)

We may share data with:

- Service providers (IT, logistics, finance, HR)
- Legal and compliance advisors
- Regulatory authorities if required.
- Partners or subcontractors for fulfilling orders.

6. International Transfers

If applicable data transferred outside the UK/EEA will have appropriate safeguards.

7. Data Retention

We retain data only as long as necessary for legal, operational, and compliance purposes.

8. Security

We implement technical and organisational measures to protect data from unauthorized access, loss, or misuse.

9. Your Rights

You can:

- Access, correct, or delete your data.
- Object to or restrict processing.
- Request data portability.
- Withdraw consent.

Contact: **enquiries@hiltondoc.co.uk**

10. Cookies

Our website uses cookies to improve experience and analyse performance. You may adjust browser settings to refuse cookies.

11. Changes to Policy

We may update this Privacy Policy at any time. Changes will be posted on our website.

12. Contact Us

Hilton Docker Mouldings Ltd

Fredo Mill, Foxcroft Street

Littleborough, OL15 8LB

Tel: 01706 379358

Email: enquiries@hiltondoc.co.uk