



Privacy Notice

Selkirk Mechanical Handling Ltd have always been and will continue to be, responsible with the data you provide us and your privacy.

We aim to conduct our relationship with our customers and suppliers in a transparent manner, making you aware of the choices and rights you have.

Selkirk Mechanical Handling Ltd predominantly sells, hires, repairs, services and maintains forklift trucks.

WHAT INFORMATION WE MAY HOLD AND WHY

We collect and use information supplied by you in accordance to the service you have requested from us, this may include, but is not limited to the following:

- **Your company name and address**
- **Company registration and VAT number**
- **Bank Account details**
- **Company telephone numbers / emails which have been supplied by yourselves**
 - **Company departmental contacts**
- **To Raise Personalised Quotations**
- **To Process Sales**
- **To Create Hire Agreements**
- **To Repair Or Service Your Forklift Trucks.**

DIRECT MARKETING

We operate an Opt-In policy for companies wishing to receive direct marketing from us. This can be found on our website or can be requested via the contact email address below. You can unsubscribe from this listing at any point via the unsubscribe link at the bottom of the marketing email. Only an email address will be stored for direct marketing purpose and held securely in our Mail Chimp account.

Mail Chimps [privacy policy](#) and [terms of use](#) can be found here.

THIRD PARTIES

We do not share information with third parties unless legally required to do so or with your prior consent.

HOW LONG WE HOLD YOUR DATA AND HOW

We do not store personal data any longer than is necessary for our continued working relationship or is legally permitted, which varies dependent on the service we have provided your company. All Data is held securely on our encrypted server and its products to protect against accidental loss, unauthorised access, use, destruction or disclosure. Also, to ensure business continuity and disaster recovery.

CONTROL HOW YOUR DATA IS USED

Should you wish to check what data we hold for you or your company, for what purpose and to ensure it is correct, please contact Julie@selkirk-mh.co.uk and we will provide you with the information you have requested.

You may have the right to request for information to be erased from our system which we would action as soon as possible unless we are required to retain the information for legal purposes, but we would make you aware of this and provide you with the appropriate timeframes.

Please note that we would only be able to disclose the data we hold on the requesting individuals information unless that individual is also the business owner.

We are committed to protecting your privacy and having a transparent and mutually positive business relationship with you.