



Harrisons Signs Ltd

Privacy Policy

1. Introduction

1.1. Harrisons Signs Ltd respects your privacy and commits to protecting your personal data. This privacy notice informs you how we look after your personal data when you visit our website, purchase our manufacturing or installation services, or interact with us as a supplier or sub-contractor. It also tells you about your privacy rights and how the law protects you.

1.2. This policy is updated and effective from 8 July 2026. It ensures compliance with the Data Protection Act 2018 and the UK General Data Protection Regulation (UK GDPR).

2. Important Information and Who We Are

2.1. Harrisons Signs Ltd is the data controller responsible for your personal data.

2.2. If you have any questions about this privacy notice or wish to exercise your legal rights, please contact our data compliance team:

- **Full name of legal entity:** Harrisons Signs Ltd (Company Registration No. 00229030).
- **Email address:** hello@harrisonsigns.co.uk.
- **Postal address:** Link House, Green Lane Industrial Estate, Clifton, York, YO30 5PY.

3. The Data We Collect About You

We may collect, use, store, and transfer different kinds of personal data about you:

- **Identity Data:** Includes first name, last name, and job title.
- **Contact Data:** Includes billing address, delivery address, email address, and telephone numbers.
- **Financial Data:** Invoice queries and transactional histories. We do not collect, capture, or store payment card data on our local infrastructure.
- **Technical and Usage Data:** Includes internet protocol (IP) addresses, browser type, and data regarding how you use our website.

4. How We Use Your Personal Information

We will only use your personal data when the law allows us to. Most commonly, we use your personal data in the following circumstances:

- **Performance of a Contract:** To process and deliver your signage, exhibition, or point of display manufacturing and installation orders.

- **Legal Obligation:** To comply with statutory requirements, including accounting records, tax submissions, and health and safety certification on site.
- **Legitimate Interests:** For internal record keeping, improving our operational services, and customising our digital platform performance.

5. Marketing Opt-In

We only send direct promotional emails if you have explicitly chosen to opt in by ticking our marketing consent boxes. We do not sell, lease, or distribute your personal information to third parties for marketing purposes. You can withdraw your consent for marketing at any time by emailing hello@harrisonsigns.co.uk.

6. Data Security and Third Parties

6.1. We have put in place technical and organizational security procedures to prevent your personal data from being accidentally lost, used, or accessed unauthorized.

6.2. We may share data with trusted third parties where required to fulfil our contractual obligations to you: including transport partners, on-site installation sub-contractors, or professional corporate advisors. All third parties must respect the security of your data and treat it in accordance with the law.

7. Data Retention

We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for. To satisfy UK statutory requirements for financial reporting and corporate tax compliance, basic personal data relating to corporate transactions is retained for a baseline period of 6 years following the end of the relevant financial tax year.

8. Your Legal Rights

Under the Data Protection Act 2018, you have rights in relation to your personal data:

- **Request access** (Subject Access Request): Receive a copy of the personal data we hold about you.
- **Request correction:** Have any incomplete or inaccurate data we hold about you corrected.
- **Request erasure:** Ask us to delete personal data where there is no lawful reason for us continuing to process it.
- **Object to processing:** Object to processing where we are relying on a legitimate interest or using your data for direct marketing.

To exercise these rights, please write to us at our registered York office address.

9. Complaints

You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues (www.ico.org.uk). We would appreciate the chance to deal with your concerns internally before you approach the ICO, so please contact us directly in the first instance.

10. Approval

Authorised Signatory: June Robinson (Director)

June Robinson

Review Date: 8 July 2026